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Configuration

The screenshot shows the 'Resource Ordering and Status System (ROSS)' application window. The title bar includes standard window controls and the text 'Resource Ordering and Status System (ROSS)'. The menu bar contains 'File', 'Administration', 'Resource', 'Incident', 'Request', 'Travel', 'Status', 'Window', and 'Help'. Below the menu bar is a status bar with several colored buttons (NL, IL, IN, >) and the text '[MT-NRC-000009] SMKJ TRAINING'. On the right side of the status bar are buttons for 'PR', 'TL', and a help icon. The main window area is titled 'User Accounts' and shows the user 'User: RNELSON @ MT-NRC'. The 'User Accounts' section has two dropdown menus: 'Organization' (set to 'Northern Rockies Coordination Center') and 'User' (set to 'Nelson, Raymond'). There are 'New' and 'Delete' buttons to the right. The 'User Information' section has three text fields: 'Username' (set to 'RNELSON'), 'Password' (masked with asterisks), and 'Password Confirm' (masked with asterisks). The 'User Roles' section has two list boxes: 'Available Roles' (containing 'Office Not Dispatching - ROSS') and 'Assigned Roles' (containing 'Account Manager', 'Basic User', 'Data Manager', 'Dispatch Manager', 'Dispatcher', 'Qualifications Import Manager', 'Resource Status', and 'Selection Area Manager'). There are three arrow buttons between the list boxes for moving roles.

All centers must designate at least one data administrator. It is preferable to assign more than one person in the event the primary person moves or is otherwise unable to accomplish data administration tasks.

All centers must update their administrative user name / password yearly.
Contact the NRCC data administrator for admin username / password standards.

Data Administrators set up and maintain User accounts.

Data Administrators set up and maintain Web Status accounts.

Data Administrators oversee data entry and importation of fire qualifications records.

At least one user in every dispatch center must monitor all Dispatch Unit and Host Unit filters as defined in the Personal Settings screen.

User Accounts – User Accounts are established by the home dispatch center's data administrator. Each center **MUST** have more than one person capable of setting up user accounts and corresponding access roles.

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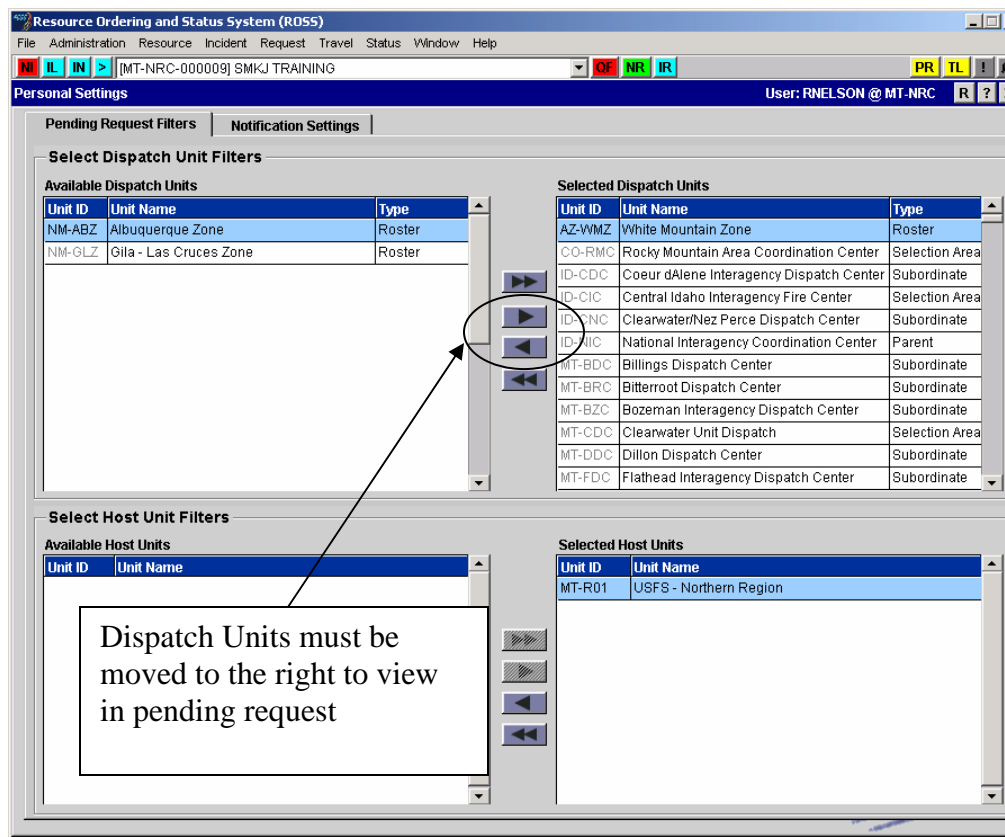
Before you dispatch an EDSD, EDRC, or EDSP please make sure the individual has a ROSS user account, knows how to log into ROSS, and has received training and practice with the program. For persons who are not permanent members of your dispatch staff, you may establish their account with an access role of "Basic User". This enables the person to log in and run reports. Anyone with the need for ROSS reports may be assigned this role which will not allow changes to your ROSS data.

Assign other access roles to users as necessary when they come to work for you. Most visiting dispatchers need only the Basic User and Dispatch roles. Your permanent staff will likely need "Data Manager", "Dispatch Manager", or other ROSS access roles but this depends on which tasks you are assigning. Selecting roles activates/deactivates menu choices and thereby expands or limits access to ROSS functions. As you work with ROSS you will recognize which access roles are necessary for the person to accomplish dispatch and administration tasks and assign them accordingly.

Additional information on ROSS access roles is available from the ROSS web page <http://ross.nwcg.gov> in a document called System Role Descriptions dated 04/26/04.

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Personal Settings – Each user must configure ROSS in the Administration, Personal Settings screen as directed by their supervisor. At any given time, AT LEAST ONE user account must be established with all dispatch and host unit filters activated (moved to the right) and monitored for incoming resource requests. Since these filters establish which resource requests your center will see, your permanent dispatch staff will likely have ALL filters active.

Visiting or temporary dispatchers may be assigned dispatch or host filters as needed to support incidents assigned to them. You may not want this person to see all resource requests, but only those initiated by a certain host unit or dispatch center. Further, and as activity increases, you may want to allocate the workload in your office by assigning different dispatchers different hosts and dispatch units.

Notification Settings – Notification settings are set up so the ROSS system will send you messages informing you of resource order / request activity. YOU ARE NOT REQUIRED TO ACTIVATE ANY SETTINGS TO MAKE ROSS WORK EFFECTIVELY IN YOUR CENTER. In fact, if you activate too many settings you may find that the system sends so many messages that the important ones are overlooked. Activate only those you think necessary to perform your dispatch duties; FEWER IS BETTER!

New Incident Data Entry

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Enter as much data as is known.

Initial Reports are NOT required.

Note in the New Initial Report or Incident screen that MOST of the fields ARE NOT required. “**Incident Name**”, although not required by ROSS, IS REQUIRED in the Northern Rockies. Name the incident as you would for any incident established in a paperwork system and enter it here. The “Office Reference” number is whatever number you establish at the LOCAL level. Accounting codes; P Numbers, BLM Numbers, SBAHRS numbers, etc. are entered in the Incident screen.

The “**Location Name**” is a name that is either identical to the incident name or a further clarification of this name. This Location Name is the location for which ROSS will default for “Deliver to”. Incidentally, this location is printed in the current Block 5 of the resource order report. The initial assumption is that you want resources delivered to the incident location. Later on you will be able to establish other locations for the Incident Command Post, staging areas, helispots, etc.

Location information is usually posted by entering the latitude and longitude or a Section, Township, and Range for the incident location. ROSS will convert location data from and to Section Township & Range (TRS), Latitude/Longitude (Lat/Long), and Universal

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Transverse Mercator (UTM). You will usually not use existing locations unless the fire incident occurs in a campground or other previously entered location.

Initial Reports are not required in the Northern Rockies. Our zone and IA centers already have the means to record information on initial fire reports. If a local center wishes to use the Initial Report features, it is acceptable to do so. However, Initial Reports are not part of the resource order process and are therefore NOT REQUIRED of Northern Rockies dispatch centers.

You may specify the Incident Project Order Number, which is a combination of Incident Host code and a number. Be advised that ROSS will simply plug in some preceding zeros to whichever number you entered. For example, had you specified MT-SWS as the incident host code and entered 45 under the incident number your incident project order number will be MT-SWS-00045. If you enter a number by mistake you MAY NOT CHANGE this number. You must close the incident and re-enter it.

As always, enter documentation as needed.

Incident Information

You may begin ordering resources after entering the initial incident information as discussed above. However, it is advisable to enter additional incident information as should be apparent from the discussion that follows. This data is entered by selecting the various tabs in the “Incident” screen.

Resource Ordering and Status System (ROSS)

File Administration Resource Incident Request Travel Status Window Help

MT-NRC-000013 Dry Lease Heli Use

Incident - [MT-NRC-000013] Dry Lease Heli Use User: RNELSON @ MT-NRC

Incident Details

Initial Date/Time: 06/06/2003 14:17 MST

Incident Type: Preparedness/Prepositor

Office Reference: WFPR79 (0152)

Prev. Inc. #:

Location

Location Name: MSO

Latitude: 46 52 00 N Longitude: 114 05 24 W

Township Range: 13N Section: 20W 1/4 1/4 Base Meridian: SWSE Montana

UTM Northing: 5194444 UTM Easting: 721706 UTM Zone: 11

Navigation Aids **Aviation Hazards** **Financial Codes** **Compact** **Locations**

Organization: MT-DES Year:

Used **Financial Code** **Owner**

Default **Financial Code** **Owner** **Used By** **Fiscal Year**

Default	Financial Code	Owner	Used By	Fiscal Year
No	WFPR79	US Forest Serv	MT-NRC	2003

Frequencies **Airports** **Directions** **Contacts** **Organizations** **Documentation**

Contact **Telephone**

MT-NRC (Dispatch)	406-329-4886 Intelligence
MT-NRC (Dispatch)	406-329-4886 Equipment
MT-NRC (Dispatch)	406-329-4885 Crews
MT-NRC (Dispatch)	406-329-4881 Overhead
MT-NRC (Dispatch)	406-329-4883 Aircraft RW
MT-NRC (Dispatch)	406-329-4882 Aircraft FW
MT-NRC (Dispatch)	406-544-2632

Financial Codes – “Financial codes” are the accounting numbers associated with this particular incident. Primarily, this should be a four digit alphanumeric FireCode, but other agency financial codes may also be entered i.e. P Numbers, SABHRS Numbers, BLM Numbers, etc. You may enter a set of numbers in the Organization screen and select them here or you may enter new numbers in this screen as needed. This item REPLACES Block 4; “Office Reference Number” used on the resource order paperwork. Be sure to associate the number with the correct agency.

Only the dispatch center who initiated the resource order may assign financial codes. If you have filled a request on an IN-AREA incident and as part of this activity assigned an accounting number, contact the ordering office and have them assign the financial code in ROSS. If the incident is OUT-OF-AREA, please don't insist that the host dispatch post your local accounting number. It is not realistic to require the host dispatch to post all accounting information for all organizations who may supply resources.

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Locations – The locations tab is used to add additional locations associated with your incident. You may want to add a staging area, an incident command post, a dispatch center, a helibase, or any other location that might be used to define a “Deliver to” location for a resource request. Locations must be pre-entered in the Administration, Locations menu choice. They are selected in the incident screen and further identified with their intended use on this incident. For example, a campground location might be used as an ICP or Staging Area. You should also fill in the navigation instructions. This is used to pass on information regarding “how you get there” to the filling resource:

“If flying, fly into MSO and call for pickup.”

“If driving, take I-90 to Missoula, turn South on Highway 93. Drive 26 miles south to Stevensville and call dispatch for further instructions.”

Airports – If you are flying resources in to different airports add the alternate destinations here.

Directions – Directions to the location specified in the original location description entered on the New Incident screen; the directions to the fire. These directions default if you have not defined any specific location when creating a resource request.

Contacts – The list of contacts displayed have been obtained from the organization screen. You may add expanded dispatch contact numbers or any other contact numbers appropriate for this incident.

Organizations – Usually, you will leave this tab alone. However, you may specify different Host, Benefiting, and Billing organizations than those initially assigned when you created the incident in ROSS.

Request Blocks - Number blocks may be established to facilitate request numbering. For example, you may set up a number block from 1 to say 500 and reserve this block for local agency ordering. A second block from 501 and up could then be used to automatically assign numbers for resource requests initiated in ROSS at expanded dispatch.

Other tabs in this screen might be used, but the above list gets things going. Enter data as completely as possible!

Financial Codes data **must** be posted.

Location data for delivery points will be very useful later on.

Time spent posting directions to the incident and directions to delivery locations saves time later on.

Resource Items

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The screenshot displays the Resource Ordering and Status System (ROSS) interface. The title bar reads 'Resource Ordering and Status System (ROSS)'. The menu bar includes 'File', 'Administration', 'Resource', 'Incident', 'Request', 'Travel', 'Status', 'Window', and 'Help'. The status bar shows 'MT-NRC-000014] NRCC AVIATION SUPPORT' and 'User: RNELSON @ MT-NRC'. The main window is titled 'Resource Item' and shows 'Resource: Overhead'. The 'Select Catalog' section has radio buttons for 'Aircraft', 'Crew', 'Equipment', 'Overhead' (selected), and 'Supply'. Below this is a table of search results:

Name	Provider	Current Dispatch
ACCESS, CDC	ID-CNC	MT-NRC
ADAMS, CHARLES W	MT-NRC	MT-NRC
ANDERSON, JOHN	MT-RMA	MT-NRC
BELL, THERESE	MT-NRC	MT-NRC
BOYD, GARY	MT-R01	MT-NRC
BUTZEL, HANK	MT-NRC	MT-NRC

Below the search results is the 'Overhead Information' section with fields for 'Name *' (BOYD, GARY), 'Employment Status', 'Fitness Rating' (Not Applicable), 'Fitness Rating Expiration', 'Body Weight', 'Gender' (Male), and 'Record Source' (ROSS). At the bottom, there is a tabbed interface with 'Organizations' selected, showing a table of roles and organization names:

Role	Organization Name
Home Unit	USFS - Northern Region
Provider	USFS - Northern Region
Owner	USFS - Northern Region
Home Dispatch	Northern Rockies Coordination Center

Enter resource items dispatched by your center. Overhead resources are generally imported from fire qualification records. Individual resource item records are required for:

All Federal / State / Local government overhead personnel.

All aircraft.

Engines / Water Tenders / Skidgines.

Centers may enter resource item records for other equipment resources at their discretion.

Individual resource item records are not required for AD employees, supplies, and miscellaneous equipment. Requests for these resources may be filled by "Fill with AD" or "Fill by Agreement", neither of which require a previously entered Resource Item record.

When posting a resource name, use conventions established and published in the ROSS website; <http://ross.nwgc.gov> "Data Entry Standards for Resource Items".

Post all Organization, Classification / Qualification, Special Conditions, and Features data. Classification is critical and must be posted for the resource to be shown available

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for dispatch. Overhead records are “classified/qualified” either from an IQS / IQCS data import or by data entry. This data import from a training records and qualifications system is the preferred method of posting overhead qualifications. If a person’s qualifications change in the course of fire season it may be necessary to make corresponding appropriate changes as needed.

Team zones must enter data for all Overhead, Fire Use Management, Area Command, and Buying teams. It may also be useful to enter “Overhead Team” resource item records for fire use modules, ADO Payment teams and other miscellaneous overhead “team” groups. Again, a critical element of this data entry is to accurately post the “classification” for the resource.

Resource Qualification and Classification

Under the Resource Item choice available from the Resources Menu you will see a tab labeled either “Qualifications” or “Classification” depending on the resource type (aircraft, crews, equipment, or overhead).

The normal protocol for a dispatch in the Northern Rockies is to order according to the ROSS catalog for a single classification. For example; order an “Engine T-6,” or a “DIVS,” or a “Crew, Type 2 IA.” ROSS also allows you to order using either/or classification criteria; for example a “Crew Type 2 or Type 2 IA,” or “Engine Type 3,4,5,6” and so on. Since the ROSS catalog provides the means to classify and order resources in this manner we expect that other geographic areas may order accordingly. We also agree that there are circumstances where you might order similarly; for example an ENGINE Type 3,4,5,6. (I still find it difficult to understand the circumstances in which you might order an ENGINE, Type Any.)

Therefore, it is essential that you review your resource items in ROSS and ensure that they are classified/qualified correctly. For example the classification for a Type 6 Engine would be:

ENGINE, Type 6

Similar circumstances exist for tenders, dozers, and fire crews.

Overhead resources are classified/qualified differently. All overhead resources must be “qualified” in all positions for which they will take an assignment:

OPS1 – Operations Section Chief, Type 1

OPS2 – Operations Section Chief, Type 2

DIVS – Division / Group Supervisor

TFLD – Task force Leader

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Rosters

Resource Ordering and Status System (ROSS)

Administration Resource Incident Request Travel Status Window Help

[MT-NRC-000014] NRCC AVIATION SUPPORT

User: RNELSON @ MT-NRC

Roster

Resource Name: TEAM - T-1, Bennett (MT-NRC)

Roster Name: TEAM - T-1, BENNETT - MT-NRC

Has Non-Local Resources - Yes

Primary Roster Position

POSITION	RESTRICTION	RESOURCE NAME	ROSTER NAME	HOME UNIT	STATUS	LOCAL	RESERVED
ROSTER		TEAM - T-1, Bennett (MT-NRC)	TEAM - T-1, BEN...	MT-NRC	Available	Yes	
AIR OPS BRANCH DIRECTOR (A)	Qualified Only	DOHERTY, MARGARET ...		MT-HNF	Available	No	No
AIR SUPPORT GROUP SUPERVISOR	Qualified Only						
AIR TACTICAL GROUP SUPERVISOR	Trainee Acce...	Ballantyne, Larry (MT-M...			Available	No	No
AIR TACTICAL GROUP SUPERVISOR	Qualified Only						
COMMUNICATIONS UNIT LEADER	Qualified Only	IRVINE, ARNOLD B (PA...		PA-ALF	Available	No	No
COMP/CLAIMS UNIT LEADER (C)	Qualified Only	Wandler, Karen M (MT-B...		MT-BRF	At Incident	No	No
COMPUTER SPECIALIST (CTSP)	Qualified Only	JOHNSON, AMY B (WI-W...		WI-CNF	Available	No	No
COST UNIT LEADER (COST)	Qualified Only	SWEENEY, KEVIN (MT-...		MT-R01	Available	No	No
DEMOBILIZATION UNIT LEADER	Trainee Acce...	Engel, Kathryn E (MT-BR...		MT-SWS	Available	No	No

Action View Print

Add/Swap Roster Resources

Inventory Alternates

Resource Name:

Home Unit ID:

Local Inventory Non-Local Inventory*

Resource	Roster Name	Home Unit	Status	Q/T/U	Reserved
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Add As Alternate Add/Swap View

Rosters are created for overhead teams and other groups of overhead resources. Members may be added from the “local” area or as needed from non-local sources. If added from non-local sources, be advised that requests will be sent **DIRECTLY** to the resource’s home dispatch center.

Your work in the roster screen will be useful later on in the pending request screen when you elect to fill a team order using a “Master Roster”. Most of the work associated with preparing a team roster should be accomplished here but you may be able to make changes to the roster as needed when you fill the request.

Rosters are maintained for Type 2 overhead teams:

Eastern Montana Zone – Billings Dispatch Center

Western Montana Zone – Kootenai Dispatch Center

North Idaho Team Zone – Coeur d’Alene Dispatch Center

Rosters are maintained by the Northern Rockies Coordination Center for Type 1 IMTs, Fire Use Management Teams, and Buying Teams.

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Resource Status

Resource Ordering and Status System (ROSS) - PRACTICE *** PRACTICE *** PRACTICE *** PRACTICE

File Administration Resource Incident Request Travel Status Window Help

MT IL IN > [MT-NRC-000015] Box Canyon

User: RNELSON @ MT-NRC

Select Filter For Resources

Select Resource Type: ☐ Aircraft ☐ Crew ☐ Equipment ☒ Overhead ☐ Supply

Select Status To View: All

Select Provider: All

Select Vendor: All

Select Incident: All

☐ Non-Qualified Resources Only

Set Resource Status

Select Status: Available

Select Area: National

Display: Home Unit

Set Availability +

Set 'Available To' +

Set Unavailability Periods

Resource Name	Home Unit	Status	Last Stated	Prep. From	Available To	Location
ELZIG, KATHLEEN A	BLM - Montana	Available	06/12/2003 13:4		Local	USFS - Northern
Nelson, Raymond G	DNRC - Forestry	Unavailable (Personal)			National	Northern Rockie
Robinson, Linda R	Montana Depart	Unavailable (Management)			Local	DNRC - Forestry
Butzel, Hank	Northern Rockie	Available			Local	Northern Rockie
Larson, Mark	Northern Rockie	Available			Local	Northern Rockie
Mayer, Sharlee	Northern Rockie	Available			Local	Northern Rockie
Newell, Robert	Northern Rockie	Available			Local	Northern Rockie
Polutnik, Julie	Northern Rockie	Returned From Assignment			Local	Northern Rockie
SCHWADERER, DELBERT	Northern Rockie	Available			Local	Northern Rockie
TEAM - BUYING, Blinn	Northern Rockie	Available			Local	Northern Rockie
TEAM - FIRE USE, Cook	Northern Rockie	Available			Local	Northern Rockie
TEAM - FIRE USE, Rath	Northern Rockie	At Incident	06/01/2003 09:4		National	DRY
TEAM - T-1, BENNETT	Northern Rockie	Available			Local	Northern Rockie
TEAM - T-1, FRYE	Northern Rockie	Available			Local	Northern Rockie
Twist, Robert	Northern Rockie	Available			Local	Northern Rockie
NEWMAN, CHAD	USFS - Missoula	Unavailable			Local	USFS - Northern
Bras, Joni M	USFS - Northern	Unavailable			National	USFS - Northern

Clear Search

Generally speaking, resources must be made available before they may be dispatched.

Overhead Team members must be made at least “Available Local” for the team order to be placed with their team roster.

ROSS does not automatically re-status resources as “Available” after their return from an assignment. The resources’ home dispatch center must status them as “available” prior to another dispatch. This is also true for resources made available via “Web Status”. The dispatcher must establish a status before web status will work again for this resource.

When made available, resources are shown available for **ALL** qualifications. Qualifications were probably imported from REDCARD / SAQS / IQS / IQCS. If the resource will not accept assignments for a position, this qualification must be removed by the home dispatch center from the list of qualifications in ROSS.

When a contract resource crew, engine, or aircraft come off contract they must be classified as “Unavailable (out-of-service).” Similarly, regular agency crews should be classified in the same manner after their seasonal appointment has been completed.

Creating Requests

The screenshot shows the 'Resource Ordering and Status System (ROSS)' interface. The title bar indicates the user is 'RNELSON @ MT-NRC'. The main window is titled 'New Request - [MT-NRC-000013] Dry Lease Heli Use'. The interface is divided into several sections:

- Select Item to Request:** Includes a 'Catalog' dropdown set to 'Crew', a 'Category' dropdown set to 'Fire', and a list of 'Catalog Item' options. 'Crew, Type 2' is selected. Below this is a 'Select Features' section with 'Break-Down Capable' selected, and a 'Select Inclusions and Exclusions' section with 'None' selected.
- Enter Request for Crew, Type 2:** Includes fields for '# Requests' (set to 1), 'Request Number', 'Need Date/Time' (06/11/2003 13:05 MST), 'Deliver To' (MISSOULA INTERNATIONAL), 'Navigation Instructions', 'Financial Code/Compact', 'Special Needs', 'Reporting Instructions', 'Incident Ordering Contact', 'Request Contact', and 'Configuration Option' (Catalog Item with Configuration).
- Request(s) Created:** A table with columns: S, Request, Catalog Item, Code, Need Date/Time, and Zone. It is currently empty.

At the bottom of the window are buttons: 'Add Documentation+', 'Supplemental', 'Edit Request+', 'Delete Request+', 'Support Request', and 'Clear List'.

The “**BLUE BAR**” at the top of the screen defines the “CORRECT” resource order. The most recent list in the white drop down list at the top of the screen allows you to select an incident. But, it is not active until you hit the “>” button and thereby add it to the “**BLUE BAR**”.

Before creating a request, please make sure you have “**Financial Codes**” established in the Incident Screen. It’s also useful to have most of the “Incident” information entered as discussed in previous sections to further clarify resource requests (locations, deliver to, directions etc).

Select the correct **Catalog and Category**; Crew, Fire or Overhead, Position, or Equipment, Engine, etc. In most cases ORDER WHAT YOU WANT. Normally, don’t order a “Crew, Type 2 or 3”. If you want a Type 2 crew, Order “Crew, Type 2”. If we are unable to find a resource to match your request, discuss the actual resource needs with the ordering contact or dispatch coordinator and edit your order or reorder based on what can be made available.

If you select “**Features**”, remember that you are narrowing down the pool of resources available to meet your request. On a related issue, make sure you are adding all features in “**Resource Item**” for your own equipment to make sure they meet the needs of those ordering.

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Similarly, select “**Exclusions and Inclusions**” with the awareness that there are repercussions to your order. If you exclude private resources we must assume a valid reason for doing so. There are valid reasons to order Federal or State only. It may be perfectly acceptable to order “Host Agency Only”. In these circumstances it is important to enter documentation in ROSS.

Make sure to establish a reasonable “**Needed Date and Time**”. The current version of ROSS defaults to the current date/time. Most filling agencies can’t deliver engines across the geographic area immediately. Consider the incident’s needs but also consider how far the resource must travel and select a “Needed Date and Time” that is reasonably achieved.

Use the “Named Request Only” block to post data for **Name Requests**. You must specify the resource’s name and Unit ID.

How well the “**Deliver To**” item will work depends on how completely you filled out the “Incident” screen.

Financial Code/Compact – Normally you will leave this blank. Enter something here only if you need to assign some other accounting classification different from that assigned in the Incident screen.

SPECIAL NEEDS – Use for special instructions i.e. double tooled, double lunched; Rental vehicles authorized, Laptops and Cell phones authorized, etc. The other side of the special needs item is to **make sure you view the request** and in particular the Special Needs and Documentation fields before filling or placing it.

Incident Ordering contact – Who on the incident is initiating this request; ORDM – Nelson, ICT4 – Smith, etc etc.

Request Contact – This is you. What is the expanded dispatch or regular dispatch center telephone number?

Configuration Option - relates to rosters. Normally, do not use Selected Items from configuration unless you have a good reason for doing so. One example might be where you are filling part of a helicopter module locally and only require certain positions to fill out the module. If you order items “Catalog item with configuration” you may or may not receive a roster. Conversely, be aware that if you order items “Catalog item without configuration” the filling unit may send a configuration anyway.

Pending Requests

Resource Ordering and Status System (ROSS)

File Administration Resource Incident Request Travel Status Window Help

Set Incident Search Criteria

Select Claimed By [v]

Aircraft, Crews, Equipment, Overhead Services

Select Dispatch or Host Unit

☒ By Dispatch Unit ☐ By Host Unit

Dispatch / Host Unit	Type	Claimed				Unclaimed			
		A	C	E	O	A	C	E	O
National Interagency Coordination Center	Parent	0	0	0	0	0	0	0	1

Total - Claimed[A-0 C-0 E-0 O-0] Unclaimed[A-0 C-0 E-0 O-1]

Select Incident

Set Filter for Incident Dispatch Unit

Dispatch Unit [] - [] Incident Name []

Incident Name	Incident #	Claimed				Unclaimed			
		A	C	E	O	A	C	E	O
BLM SEVERITY	UT-NUC-000095	0	0	0	0	0	0	0	1

Clear Search Query Fill View [▶]

Note the list of Dispatch Centers shown in the Set Incident Search Criteria dialog box depends on the settings established in Personal Settings.

Select the incident you want to work on and click “OK”. Remember, you need to work with your boss to decide which incidents have priority. The A, C, E, O in the column titles refer to Aircraft, Crews, Equipment, and Overhead respectively.

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S	G	Req #	Requested Item	Requesting Unit	Need Date/Time	Exclusions	Inclusion	Note
		O-2	WATER TENDER OPERATOR	UT-NUC	06/15/2003 08:00 MST		Federal Only	Checking

DO NOT place orders Status Only/External. This option is used for miscellaneous organizations that are not set up in ROSS.

RE-FRESH, RE-SEARCH, RE-QUERY. As data changes in this screen you need to update your system with these processes.

ALWAYS view the request and **pay particular attention to the “Special Needs” block.** Also look at the documentation to see if anything there is pertinent to this dispatch. You might also view the incident and see if anything in this section applies.

Look for local resources first using the **QUERY** button. Note that you may assign resources from the reserved and mob-in-route status tabs if priorities warrant.

Next look at the **“Other Resources”** tab to see what’s available from your subordinate dispatch centers or from your neighbors. The “Show Resource Counts” check box defaults to the off position. If you want to know how many resources match the pending request at dispatch centers listed in “Other Resources”, click this box “on”. Please be advised that ROSS is not the final say as to what resources may be available. A resource may be shown in the resource counts but not be available due to local circumstances. Similarly, a resource might be available to fill your request but has not been statused as such. Voice networking with neighboring and subordinate centers is instrumental when establishing the ordering/status protocols that best meet the needs of your zone.

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Pending Requests reflect the “Pending Request Filters” in Personal Settings.

View all pending requests for “Special Needs” and “documentation” prior to placing them.

Watch the claim status; if someone has claimed it leave it alone or at least make sure someone is not currently working on it.

“Think before you click” – make sure you place orders based on incident priorities, closest forces, dispatch rotation, and direction established by your center.

Use “Place Status Only / External” and “Fill with New Resource” sparingly.

Fill Overhead Teams with the “Fill with Assignment Roster (using Master Roster)” option querying for available resources.

Depending on circumstances it may be acceptable if a request stays in your pending requests screen for awhile. Discuss fill/kill procedures with your dispatch center manager.

The “Search” icon (magnifying glass) may be used to find resources that are not located through a “Query”.

Remember to “Add documentation” regarding any pertinent information, conversations, and/or actions that are not automatically documented by ROSS.

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If you fill using a configuration (Assignment Roster):

Resource Ordering and Status System (ROSS) - PRACTICE *** PRACTICE *** PRACTICE *** PRACTICE

File Administration Resource Incident Request Travel Status Window Help

MT-NRC-0000161 Rev Canyon

Assignment Roster

Assignment Roster for C-1 to be filled with Great Northern

Assignment Resource Name * Great Northern

Request Item is ordered as Catalog Item with Configuration

Request Creation Options

- ☒ Save and continue later
- ☐ Commit Resources (save and continue unassigned later)
- ☐ Commit Resources and Create Outstanding Requests
- ☐ Set C-1 as Filled

Assignment Roster

Position	Restriction	Resource Name	Home Unit	Status	Local	Reserv...	Request
Crew, Type 2		Great Northern	MT-R01	Available	Yes	No	C-1
ADVANCED FF/SQUAD Equalified Only							
ADVANCED FF/SQUAD Equalified Only							
ADVANCED FF/SQUAD Equalified Only							
CREW BOSS	Qualified Only						
FIRFFIGHTER	Qualified Only						

Action View Print

Add / Swap Roster Resources

Inventory Roster Position Resources

☐ Assigned to Local Incidents ☐ Assigned to Non-Local Incidents Dispatch Unit ID

☒ Unassigned Local Resources ☐ Unassigned Non-Local Resources Resource Name

R	Resource	Home Unit	Status	Local	Incident #	Incident Name
	Newman, Chad	MT-R01	Unavailable	Yes		

Add / Swap View

Clear Search Query Fill View

Team orders and other requests can be filled using an Assignment Roster. This option is accessed on the Pending Request screen by clicking the “Fill” button and selecting “Fill with Assignment Roster (using Master Roster).” Choosing this option brings up the Assignment Roster screen and automatically defaults to the master team roster previously created for that team. Changes can then be made to the Assignment Roster such as adding, editing, or deleting positions and removing or swapping the individual resources assigned to each position.

Be aware that the “Add/Swap” function on the Assignment Roster screen accesses all overhead resources in ROSS with a qualification record entered for that position, not just the local resources in your zone e.g. filtering for a PSC1 position might reveal a PSC1 in Southern Area. However, ROSS will not allow you to Add/Swap a resource which is “unavailable.” This means that resources who may be assigned to teams or other rosters must be made, at a minimum, “Available Local” in order to be dispatched via an assignment roster. Remember to click the radio button labeled “Unassigned Non-Local Resources” when searching for resources from outside your zone.

As filling a request with a roster is an intricate process, several options are made available to the filling dispatcher to expedite the operation and overcome difficulties.

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These options are denoted by a series of radio buttons found under Request Creation Options on the Assignment Roster screen.

The “Save and Continue Later” option allows you to leave the roster screen to go about other business. The Assignment Roster screen can be accessed at a later time by choosing the “Continue Assignment Roster” tab located under the “Action” button on the Pending Request screen. No requests are created when utilizing this option.

The “Commit Resources (save and continue unassigned later)” option creates outstanding subordinate requests for all the roster positions that are currently filled with a resource. This function is your primary tool when filling orders with configuration. When this option is selected and the “OK” button is clicked, requests for the assigned resources are automatically generated by ROSS and placed directly with their respective local dispatch centers. Positions on the Assignment Roster that do not have resources assigned to them will remain open to be filled at later time using the Add/Swap procedures. Work can be continued on the Assignment Roster by following the procedures detailed above.

This option is useful when dealing with assigned roster resources which are showing as “unavailable.” ROSS will not allow subordinate requests to be created for positions that are filled with “unavailable” resources. In fact, if any of the Assignment Roster positions are filled with “unavailable” resources, ROSS renders the “Commit Resources” functions inoperable. For example, if the Assignment Roster is complete and all positions are filled with “available” resources except one, the entire operation is “hung up” until that one resource is re-statused by their local dispatch as “available.” Assuming this resource is the correct one for the assignment, a good way to overcome this problem is to remove the resource, utilize the “Commit Resources (save and continue unassigned later)” function, and re-attach the resource after they are made “available.”

The “Commit Resources and Create Outstanding Requests” option creates outstanding subordinate requests for all the positions on the Assignment Roster. When this option is selected and the “OK” button is clicked, requests for the assigned resources are automatically generated by ROSS and placed directly with their respective local dispatch centers. In addition, open subordinate requests will be created for the positions on the Assignment Roster that do not have resources assigned. These requests will appear as pending requests in your Pending Request screen.

Once you have clicked the “Set O-# as filled” box and “OK” button in the Assignment Roster screen you will be unable to alter the assignment roster or post additional subordinate orders. You will, however, still be able to post support orders for busses, vehicles, computers, or other support transactions. **Do not set the order as filled until the team has been mobilized to the incident.**

When you fill a request with a roster, ROSS requires that you post travel details. This is awkward because, more often than not, team members travel separately and with different travel itineraries. Also, ROSS requires the filling dispatch to post travel details for each team/roster member. So if the request is for an overhead team, post estimated travel details for the team as a whole rather than for each team member. The dispatch

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center filling each individual overhead request will subsequently post individual travel data. Since the “needed date/time” is often negotiated between the ordering unit and the team, posting “estimated” team travel should not become a significant issue.

Team positions and most team members should be listed in each team roster. Further, contact must be made with the IC or his representative to ensure that the team’s availability status is current and that any team member meets the position requirements in the roster. In your conversations with the IC he/she may want you to add positions. This is OK but you cannot just add 6 “trainee” slots like you did on paperwork orders. You must find out what positions are needed, making sure that the individuals slotted for these positions are qualified, and add them accordingly. Assign resources in the same manner as with other rosters.

We would hope that the approval to use non-local resources for regular team members has been granted. If you are using non-regular team members, it is important to discuss their participation with the individual’s home dispatch. This generally works far better if communicated well in advance of the team order. Trying to track down someone on a weekend or holiday to maintain resource status can be difficult. Also, all orders for non-local resources must be followed by a phone call to their home dispatch center. The use of non-local team members in a roster will create a “roster” link in the Dispatch Unit Filters section of the Personal Settings screen at the dispatch center from whom you will be ordering the resource. Similarly, if another dispatch center adds one of your resources to their overhead team roster, you will see the “Roster” link appear in this screen. Add this link to the right if you would like to see direct team member orders come into your pending request screen. If you don’t add this “Roster” link you **WILL NOT SEE** resource requests for team members.

Support Requests

After you fill a crew request, a team request, or to a lesser extent some equipment requests you may want to order support resources. One example is a bus for a crew. Another might be a lowboy to transport an engine. Support orders may be created in the Create Request screen, the Pending Request screen, or the Request Status screen. A support request is associated with the original request but is processed in the same manner as with any other request.

One difference may arise when you want to create a support request and use the resource locally for a non-local incident. For example, you are filling a crew order to go to Albuquerque, NM. You need a bus to transport the crew to the airport. When you create the support request for the bus the program will give you an option to control this resource locally. If you say no, the dispatch center hosting the incident will have to release the request via their Incident Resources screen. Since this is not your incident, you are not able to access this incident in your Incident Resources screen. To release the bus you must call the hosting dispatch center and have them release the bus. If you had controlled the resource locally you could release it yourself once the mission to deliver the crew to the airport is completed.

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Alternately, if the request is to send a crew to Libby, the bus will likely travel to the incident with the crew. The receiving incident would release the bus along with the crew or maybe earlier if the bus is a coach used for travel to the destination city only.

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Travel

Resource Ordering and Status System (ROSS) - PRACTICE *** PRACTICE *** PRACTICE *** PRACTICE

File Administration Resource Incident Request Travel Status Window Help

MT-NRC-000015 Box Canyon OF NFR IR PR TL ! X

User: RNELSON @ MT-NRC R ? X

☐ Aircraft, Crews, Equipment, Overhead ☐ Services

Select Incident(s) *SELECTED* Set Filter for Incident Resources *FILTERED MOBILIZATION*

Travel to be Arranged Travel (Itinerary) Travel (No Itinerary) No Travel

Select Incident Resources to be Mobilized

CI	G	Request #	Resource Name	Incident #	Need Date / Time	Departure Location	Depart Date / Time
*		O-1.2	GODBOLT, GRANT M (MT-)	NM-GNF-000023	06/02/2003 16:00 MST	DRY	06/02/2003 06:30 MST
*		O-1.4	BROSTEN, ARNE (MT-FD)	NM-GNF-000023	06/02/2003 16:00 MST	DRY	06/02/2003 06:30 MST
*		O-1.8	WERST, KURT (MT-KDC)	NM-GNF-000023	06/02/2003 16:00 MST	DRY	06/02/2003 08:25 MST
*		O-1.9	STEINHORST, ROB (ID-C)	NM-GNF-000023	06/02/2003 16:00 MST	DRY	06/02/2003 08:25 PST
*		O-3	Cairns, Cass (MT-BRC)	NM-GNF-000023	06/04/2003 18:00 MST	GILA NATIONAL FOREST SU	06/04/2003 07:30 MST
		O-7	CONLAN, JOHN A	MT-NRC-000014	06/11/2003 14:00 MST	Travelling To AFD	06/11/2003 15:00 MST

☐ Assignment Resource Name ☐ Resource Name ☐ Incident # ☐ Incident Name

Action View

☒ Show Subordinate Requests

Travel Itinerary Travel Plan

Itinerary

Overall ETD ETA

TPL	Departs From	ETD	Arrives At	ETA	Mode	Transportation Desc
-----	--------------	-----	------------	-----	------	---------------------

Query Action

The ROSS Travel screen is used to track information for mobilizing and demobilizing resources.

EACH CENTER MUST MONITOR THIS SCREEN DAILY (or more or less frequently) TO TRACK RESOURCES MOVING IN AND OUT OF THEIR DISPATCH ZONE.

When filling requests using the Pending Request screen the user is prompted to enter travel information or place the request in a “Travel-to-be-Arranged” status.

ROSS also allows the user to make “Travel Plans” for non-overhead resources. Used primarily for aircraft, this option **IS NOT REQUIRED** at this time.

Travel-to-be-Arranged

This tab contains information on all resources where travel data is not yet posted. As you make travel arrangements, resources in this tab move to Travel (itinerary), Travel (no itinerary), or No Travel.

If you click on a resource in the list and from the “Action” button select:

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No Travel – The resource simply moves to the No Travel Tab.

Travel (no itinerary) - You will be prompted for travel details.

Travel (itinerary) – The resource moves to the Travel (itinerary) tab. Click on this tab to continue posting travel details.

Travel (itinerary):

This tab contains DETAILED travel information for each TRAVEL LEG of a resource's travel arrangements. Use for OH mobilization via commercial jet aircraft or when a resource may lay over someplace en-route to the assignment. Log as many travel legs as necessary to provide information to the destination dispatcher. Normally, you need to enter the departure leg and the FINAL arrival leg.

Commercial jet travel may be entered in one or more legs. If you enter travel as one leg only, make sure to include the departing and arriving flight number in the "Transportation Description" field in the format: ETD "Flight Number" ETA "Flight Number". For example: **ETD DL 2345 ETA NW 6789**. If you are using multiple legs go ahead and record just the information appropriate to this leg in the "Transportation Description".

Also, add any local transportation arrangements you have made. For example, if you made arrangements for a rental car, make sure this information is included in the last travel leg. Again, put yourself in the position of the receiving dispatcher. Do I need to pick this person up at the airport?

MAKE SURE TO COMPLETE THE INTINERARY – An “*” will appear in the CI column.

Click the Query button to see the travel legs.

Show Subordinate Requests **MUST** be “clicked on” to see travel for each individual member of an overhead team. You might want to “click off” this item when viewing travel for a crew. Most crews are mobilized with the same travel for all crewmembers so sufficient travel information is available by viewing only the main crew order.

Travel (no itinerary) -

This tab contains BASIC travel information contained in ONE TRAVEL LEG of a resource's travel arrangements. Use for ANY resource who is driving directly to the incident or whose travel does not require detailed itinerary data. Resources traveling to a LOCAL INCIDENT will fall into this category. It may be acceptable to use this option on NON-LOCAL INCIDENTS. To decide which, again put yourself in the position of the receiving dispatcher. Is the filling center providing me with enough information to pick this person up on time and deliver him/her to their destination?

You are prompted for an ETD and ETA using a ROSS calendar. You are also prompted for MODE of TRAVEL. Enter the vehicle number or flight number.

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No Travel – This option is the equivalent of “At Incident”. Use the “At Incident” option if you learn that the resource is at the incident and you have no information regarding travel. Also, enter documentation to this effect; ie. I talked to Moon Zappa on the incident and she saw Sam Sham there. This happens on occasion, particularly with IA resources who stay beyond the initial attack period. This may also happen with support resources but, generally speaking, those resources should have travel posted in one of the other travel tabs.

You probably will not use Travel Plan. This is to schedule aircraft or other transportation resources in ROSS.

Most resources begin in the “Travel to be Arranged” tab because you will not normally know the travel arrangements when you initially fill an order in “Pending Request”.

The “No Travel” tab is used to show resources where you have no idea how or when they got to the incident but you definitely know that they are there. The resource status will automatically be set to “At Incident”. This means that the incident must release the resource before you can take any further action on this request.

Your two basic choices are:

Travel (No Itinerary) - Use to post simple travel plans. Ex) Engine travel to the incident.

Travel (Itinerary) - Use to post more complex travel; air travel or travel with multiple travel legs. Use to post all overhead travel or any travel over multiple days.

Travel data may be extracted from ROSS using Travel Reports:

Demobilization Travel Arrival within next 48 hours

Demobilization Travel Arrival within next 24 hours

Mobilization Travel Arrival within next 48 hours

Mobilization Travel Arrival within next 24 hours

Multiple incidents may be selected in the travel screen; the only place in ROSS where this is allowed.

“Set Filter for Incident Resources” must be activated to see resource travel data. “Select Travel Mode” for mobilization or demobilization. From there you may select a variety of filters to further narrow your search.

Travel for team rosters will not show up unless you click on “Show Subordinate Requests”

Selected Incidents

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Resource Ordering and Status System (ROSS) - PRACTICE *** PRACTICE *** PRACTICE *** PRACTICE

File Administration Resource Incident Request Travel Status Window Help

MT IL IN > [MT-NRC-000015] Box Canyon

User: RNELSON @ MT-NRC

Travel

☒ Aircraft, Crews, Equipment, Overhead ☐ Services

Select Incident Search Incidents

Set Filter Criteria for Incidents

Incident Type(s) Structure Fire Training Wildland Fire

☐ External

☒ Local Incidents

☒ Non-Local Incidents

Incident Name

Incident #

Select Incident(s)

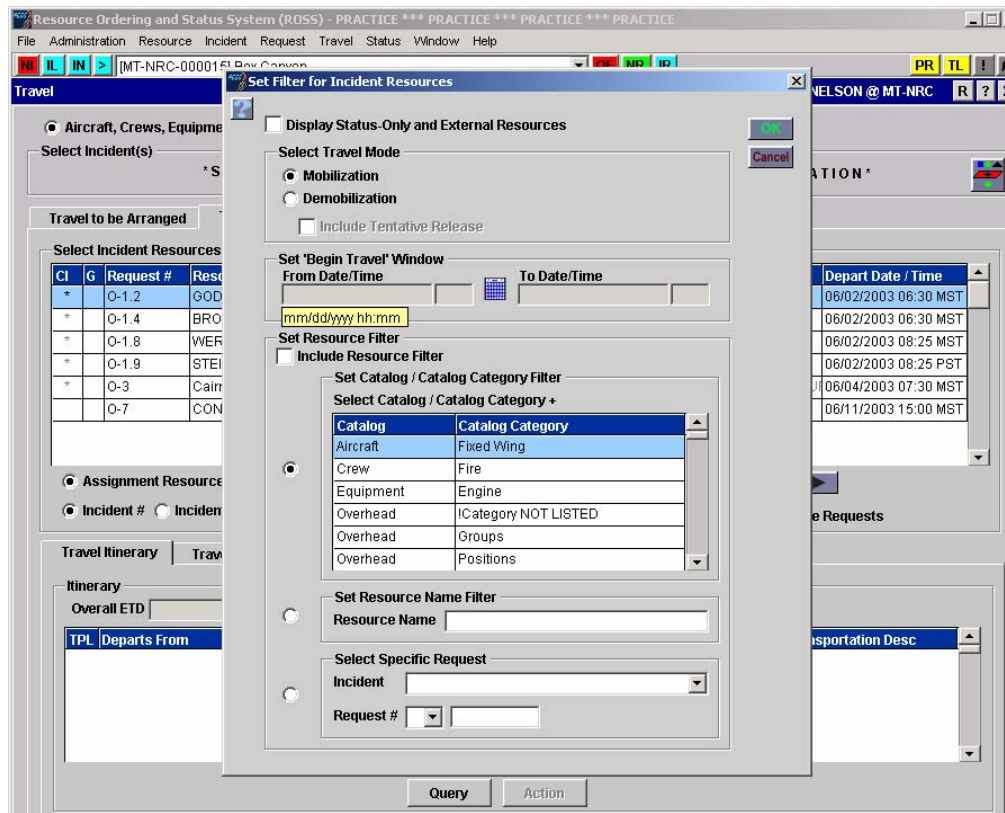
Incident Name	Incident #	Host Dispatch	Mob	DeMob
Box Canyon	MT-NRC-000015	MT-NRC	0	0
DRY-LAKE COMPLEX	NM-GNF-000023	NM-GLZ	0	0
NCSB Parachute Mtg	MT-NRC-000012	MT-NRC	0	0
NO NAME	MT-NRC-000016	MT-NRC	0	0
ROSS SMOKE	MT-NRC-000014	MT-NRC	2	0

Query Action

This is the only place in ROSS that allows you to search for requests where you do not know (remember?) the fire assignment. All other searches in ROSS require you to specify an incident.

You may select LOCAL or non-LOCAL incidents or both. You may specify an incident name or Incident Project Order Number or any component part. For example you might specify AZ in the first block of the Incident # to list all Arizona incidents. If you place a “ * ” (upper case 8) in the Incident Name you will get a list of all incidents. You may use the “ Ctrl ” key to select one or more incidents. If numbers are displayed in the Mob or Demob columns there is travel in progress that you want to know about. You may also select a “blank” incident type if you can’t remember if the incident was classified as “Preparedness / Pre-position”, “prescribed fire”, or “Other” .

Set Filter for Incident Resources



You must activate this window and select either “Mobilization or Demobilization.” All other filters are optional and are more or less useful depending on your needs. For example, if you click on the “Include Resource Filter” button you may view travel for functional areas; Aircraft, OH Groups (teams), OH Positions, Crews, etc. etc.

You might select the “Select ‘Begin’ Travel Window” to access a ROSS calendar. Set the calendar for the current day limit the search for today’s travelers. As with all other ROSS filters, try different filters to see what they do.

Request Status

Resource Ordering and Status System (ROSS) - PRACTICE *** PRACTICE *** PRACTICE *** PRACTICE

File Administration Resource Incident Request Travel Status Window Help

MT-NRC-000015 Box Canyon PR TL I H

Request Status User: RNELSON @ MT-NRC R ? X

Select Incident

Current Selected Incident Box Canyon - MT-NRC-000015 Host Dispatch MT-NRC Local

Aircraft, Crews, Equipment, Overhead Requests Services

Set Filter for Catalog

Catalog Crew Category Fire Catalog Item

Set Filter for Request Status

Pending With MT-NRC Filled By Completed

Reserved Tentative Release Closed Cancelled

Mob In Route Released Reassigned Cancelled - UTF

At Incident Demob In Route Returned Deleted

Last Action Cancel Last Action Taken by MT-NRC Cancel Request # C -

Incident Requests

S	G	Req #	Resource Requested	From	Action	To	Action Taken On	Resource Assigned	Ext
WC	C-1		Crew, Type 2	MT-NRC	Enter	MT-NRC	06/13/2003 08:49 MST		No

Assignment Resource Name Resource Name Action View Print Show Subordinate Requests

EVERY REQUEST that has been passed through ROSS to your center may be located using the Request Status screen, but **ONLY** those requests that your center has touched can be viewed. Therefore, filling units will **NOT** be able to view the new requests for resources that have been reassigned.

To use Request Status you **MUST** know the incident name or number to which the resource is assigned. Enter this data in the appropriate location and filter to view the incident and its associated requests.

In the event that you do not know the incident you may use the "Search for Resources" selection under the "Resource" menu to identify the current incident. Write down the Incident/Project Order Number or the Incident Name and use this data to select the correct incident.

To view team members or other resources ordered and filled using "rosters" you must make sure to click a checkmark in the "Show Subordinate Requests" box. Also, you must put an asterisk "*" after the request number for subordinate requests to display; for example, O-5*. In the event that you don't know the request number you may use the "%" wildcard search to display all requests associated with the incident. Be advised that a "%" search will take some time to complete so if search time is a factor you may want to identify the request number first in the "Search for Resources" screen.

Incident Resources

Resource Ordering and Status System (ROSS) - PRACTICE *** PRACTICE *** PRACTICE *** PRACTICE

File Administration Resource Incident Request Travel Status Window Help

MT-NRC-000015 Box Canyon OF NR IR PR TL ! Ø

Incident Resources for [MT-NRC-000015] Box Canyon User: RNELSON @ MT-NRC R ? X

Set Incident Filter

☒ Local ☐ Non-Local Support Requests

Aircraft, Crews, Equipment, Overhead Services

Set Catalog Filter

Catalog Crew Catalog Category Catalog Item

Set Resource Filter

Set Filter Criteria for Incident Resources

☒ Resource Status At Incident ☐ Days or Less At Incident ☐ Air Travel to Incident ☐ Ground Travel to Incident ☐ POV to Incident

Release Date/Time From To ☐ Display Status-Only and External Resources

Set Filter Criteria for Individual Resources

☒ Resource Name ☐ Request Number C -

Incident Resources [At Incident]

S	G	Req #	Resource Requested	Resource Assigned	Ext	Prepos	Home Unit	Depart From
		C-1	Crew, Type 2	Great Northern (MT-NRC)	No	No	MT-R01	Box Canyon

☒ Assignment Resource Name ☐ Resource Name

Print ☒ Show Subordinate Requests

You may only view incident resources for local incidents. Use this screen to release or reassign resources. Reassign will first search pending requests for all incidents with requests pending for all qualifications the resource may have. For example; if the person was assigned as a STCR but also is qualified as a STDZ, STEN, and DIVS, ROSS will search for all pending requests for any of these positions.

Travel for release or reassignment is posted in exactly the same manner as with filling a new request.

How to Order and fill:

Overhead Teams

ORDERING

In the New Request screen, order teams from the Catalog: Overhead, Category: Groups. Select from the list the team you want to order. Type 1 and Type 2 OH teams are generally ordered as long teams. See your mobilization guide for specific details regarding what positions are included in the team. Generally speaking, inclusions and exclusions are not applicable to teams but this can occur occasionally especially for non-fire assignments. You will order the team as a "Catalog Item with Configuration".

FILLING

The team order will arrive in your pending request box as a request "WC – With Configuration". In order to fill an overhead team you must be a team zone dispatch center and have created a roster of team members. Make the resource item team record available in "Resource Status". You must also make individual team members available if they are dispatched from your center or contact their home dispatch center and request they set status to available.

If an individual is a part of a team he/she is normally not available for a freelance assignment but only available for dispatch as part of the team. In this case make him/her available / local under the Resource Status screen. This isn't really a good status for this person because he/she may not be available locally. Nevertheless, to fill a team order in ROSS, all members of the roster must be made available at some Local/GACC/National level. If you are unable to motivate someone to change the person's status from "Unavailable" or "Returned from Assignment" you must remove the resource from the roster in order to fill the team order.

In pending request "Query" for resources to meet the team request. If the team record status has been set correctly you will see it listed. ROSS allows you to fill the order several ways, but fill the request using "Fill with Assignment Roster using Master Roster". This selection enables you to use the pre-defined team roster member list. Generally, you will need to contact the Team IC or other individual responsible to see who can go and who can't. ROSS will not allow you to fill the request if ANY MEMBER is unavailable. This can result in SIGNIFICANT DELAYS in filling this order. If, after a reasonable period of time, you or their home dispatch are unable to contact the person simply remove his/her name from the team roster.

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Resource Ordering and Status System (ROSS) - *** PRACTICE ***

File Administration Resource Incident Request Travel Status Window Help

Assign Roster

Assignment Roster for O-4 to be filled with TEAM - T-1, Frye

Assignment Resource Name * TEAM - T-1, Frye

Request Item is ordered as Catalog Item with Configuration

Request Creation Options

- ☒ Save and continue later
- ☐ Commit Resources (save and continue unassigned later)
- ☐ Commit Resources and Create Outstanding Requests
- ☐ Set O-4 as Filled

Assignment Roster

Position	Restriction	Resource Name	Home Unit	Status	Local	Reserv...	Request
Team, Type 1 Long		TEAM - T-1, Frye	MT-NRC	Available	Yes	No	O-4
AIR OPS BRANCH DIRE Qualified Only		LINSE, PAUL J	SC-SRF	Available	No	No	
AIR OPS BRANCH DIRE Trainee Accepta...		WING, ROBERT AMT-R01		Returned From	No	No	
AIR SUPPORT GROUP SQualified Only		KEATOR, MICH...	WY-YNP	Available	No	No	
AIR TACTICAL GROUP SQualified Only		DANZL, DENNI...	MN-MNS	At Incident	No	No	
COMMUNICATIONS UNIQualified Only		NEWELL, DALE	ID-IPF	Available	No	Yes	

Action View Print

Add / Swap Roster Resources

Inventory Roster Position Resources

☐ Assigned to Local Incidents ☐ Assigned to Non-Local Incidents Dispatch Unit ID

☐ Unassigned Local Resources ☐ Unassigned Non-Local Resources Resource Name

R	Resource	Home Unit	Status	Local	Incident #	Incident Name	Ho

Add / Swap View

Clear Search Query Fill View

Note at the top right of the screen the options under “Request Creation Options”:

Save and Continue Later – Allows you to work on other ROSS tasks and return later to fill this team request with the assignment roster.

Commit Resources (save and continue unassigned later) – Allows you to place requests for available team members and work on the rest (blank resource names) later.

Commit Resources and Create Outstanding Requests – Allows you to place all resource requests. Requests a placed to the individual’s home dispatch center or if he/she is currently on assignment with the host dispatch center. Blank resource names are moved to your pending request box to place as needed.

The Set O-# as Filled box must eventually be clicked on. In the short run, leave it un-clicked. Once the team order has been marked as filled you will be unable to add any new team members. Almost always, the team will call later and ask for another position. Click this box as filled after the team has departed or after you are reasonably sure they are not going to want new team members added to their roster. Once the filled box is clicked on any new requests must be originated by the host dispatch center.

Fire Crews

ORDERING

In the new request screen select Catalog – Crew and Category – Fire. A list of fire crew catalog items will be displayed. Select a crew configuration that meets your incident suppression needs. Note that the list includes options to request crews that are classified as “Type 1 or 2IA”, “Type 2IA” or Type 2, “Type 2 or 3”, or “Type Any”. Normally, you should order the configuration you want rather than in this multiple configuration. As with all other resource requests, choose “Features” and “Inclusions / Exclusions” sparingly because selecting these parameters will narrow the list of resources which meet your ordering criteria. If a filling unit has not posted the correct “Features” to the resource it may be overlooked in the search for resources to match your ordering criteria.

Post information regarding needed date/time, deliver to, reporting instructions, etc. as with any other resource request. Use “Special Needs” to specify any specific tool, supervision, or support/logistics considerations. Order the crew “Catalog Item with Configuration”.

FILLING

Crew requests are received in the “Pending Request” screen in the same manner as with any other resource request. The request may be “with or without” configuration, may include “Inclusions / Exclusions”, “Features”, or may be ordered in an “either / or” configuration. Make sure you “View the Request” for Inclusions/Exclusions, Features, Documentation, Delivery Location, and any other filling considerations.

To fill a crew request you must have crews classified and with the same features as those ordered. It is important to make sure these details are recorded correctly in the “Resource Item” screens. Assuming you have crews available, you may click the “Query” button to list available resources. You may fill “with or without” configuration. Your selection will depend on the type of crew. If the order is for an “IHC” crew or for a “Regular” crew you will likely maintain a crew roster and want to fill with one of the “Assignment Roster” menu choices. In this case, the preferred method is to maintain a “Crew Roster” and fill with a “Master Roster” but, if you wish, you may build a configuration at the time you fill the request. Be advised that building a configuration can be time consuming, particularly if resources have not been previously entered into ROSS or their status has not been maintained.

If the order is for a “Type 2 Crew” or a “Camp Crew” you may want to fill using a manifest or fill without a configuration as a “Single Resource”. This makes sense for crews that are configured at the time of dispatch. Examples may be NAC crews which are organized from a firefighter pool or contract crews where the contractor maintains the crew roster.

To create a crew manifest you must have a “Contract” set up in ROSS and the crew resource item must be assigned to this contract. Once this has been accomplished the

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crew will show up in the “Contracts / Agreements” tab on the Pending Request screen once the crew has been made available. When you select the “Fill” option the “Fill Request” travel dialog box will display a button for “Manifest”. Selecting this option allows you to enter crew members to a manifest. This record will not be written to resource item data.

In the case of a single resource you must create a crew manifest in a word processor or other software and send it through the dispatch system, preferably electronically using DMS. Facsimile copies often become illegible after just a couple transmissions so if you intend to use a fax please either write the manifest or use a large font.

Post travel as you would for any other request. If you are providing bus transportation, create a support request from the “Action” button. The machine will require identical data to that required for a new request but in slightly different view. You will be given the option to maintain control of the resource. This is used in the event that the bus will be transporting the crew to the airport and will be released immediately after or if the transportation mission will be completed while the resource is under your control. If the bus or other transportation will stay with the crew you will want to pass on control of the resource to the host dispatch and allow them to manage the bus or other transportation resource along with the crew.

Once you fill a request in “Pending Request” it disappears from view. The status of this request has changed because it is no longer pending. The request is now available in the “Request Status” screen. You may also create support requests for transportation from “Request Status”.

Saw Teams

ORDERING

Order Saw teams as separate overhead and equipment resources. A chain saw is ordered in ROSS as **Catalog:** Equipment, **Category:** Miscellaneous Equipment, **Catalog Item:** Chainsaw. Specify any specific chain saw requirements in the special needs block. A Faller is ordered in ROSS as **Catalog:** Overhead, **Category:** Positions, **Catalog Item:** Faller Class A, Faller Class B, or Faller Class C.

A saw team is two people; a sawyer and a swamper with one saw. A swamper must be qualified as a Class A Faller (or equivalent). Saw teams may include two Fallers with two saws.

The filling office will create a support order for the faller's vehicle: **Catalog:** Equipment, **Category:** Transportation **Catalog Item:** Transportation, Pickup (or other suitable vehicle)

See the Interagency Fire Business Management Handbook and Northern Rockies Mobilization Guide 69.9.7 for more specific acquisition procedures for saw teams.

FILLING

Fill overhead orders from agency resources as with other overhead resources or using "Fill with AD". Similarly, chainsaws and pickups may be filled using "Fill by Agreement".

Helicopters

ROSS Ch... Resource Ordering and Status System (ROSS)

File Administration Resource Incident Request Travel Status Window Help

[ID-FCA-000001] Sawtooth RX SALT Investigation

New Request - [ID-FCA-000001] Sawtooth RX SALT Investigation User: MDELONG @ ID-NIC

Select Item to Request

Catalog Aircraft

Category Helicopter

Item Name

Item Code Keyword

Catalog Item	Code
Helicopter, Infrared	
Helicopter, Type 1 Limited	
Helicopter, Type 1 Standard	
Helicopter, Type 2 Limited	
Helicopter, Type 2 Standard	
Helicopter, Type 3 Limited	
Helicopter, Type 3 Standard	

There are 3 reminders for this catalog item. View Reminder(s)

Select Features

Available Features

Additional GPS Anten

Alternate VHF-FM Tra

Certification for Left S

Requested Features

Select Inclusions and Exclusions

☒ None ☐ Federal Only ☐ Host Agency Only

☐ Non-Federal Only ☐ State Only

☐ Contractor Not Acceptable

☐ Portal-to-Portal Acceptable

Enter Request for Helicopter, Type 1 Standard

Requests * 1

Request Number

Need Date/Time * 05/18/2003 11:25 MST

DeliverTo * Pine Top, AZ

Navigation Instructions

Financial Code/ Compact

Special Needs

Reporting Instructions

Incident Ordering Contact

Request Contact *

Configuration Option Catalog Item with Configuration

Request(s) Created

S	Request	Catalog Item	Code	Need Date/Time	Zone
---	---------	--------------	------	----------------	------

Do not select any features

Keep the default Configuration Option: **Catalog Item with Configuration** for all helicopter requests.

OVERHEAD SUPPORT REQUESTS VS. AIRCRAFT SUBORDINATE POSITIONS

Some confusion continues regarding helicopter configurations and support verses attached subordinate requests for Helicopter Managers and Crew Members.

Helicopters shall be ordered "With Configuration" so the sending unit may fill the request and attach a roster.

For requests that are filled with "Exclusive Use" (EXE) contract aircraft, the Roster shall list the Helicopter Manager and Helicopter Crewmembers, and optionally the pilot. Example - A-1 filled with HELICOPTER - 47TW and A-1.1 filled with Helicopter Manager Ron George, A-1.2 filled with Helicopter Crewmember Bill Yokum, A-1.3 filled...etc.

For requests that are filled with a "Call When Needed" (CWN) contract aircraft, a "Support Request" shall be created and placed for the CWN Helicopter Manager

(HCWN) and all Crew Members.

Ordering Helicopters in a Nutshell -

- **“Select Features”**: Always skip these.
- **“Configuration Option”**: Keep the default “Catalog Item with Configuration” for all helicopter orders. This is designed for ordering an exclusive use helicopter and the module will be filled as “Subordinate Requests” A-1.1, A-1.2, etc. If a CWN ship is available then “Support Requests”** for the module (which generates O#s) should be added to the “A” request by any unit in the ordering chain - preferably by the requesting unit to fill with closest forces. When the unit filling the helicopter request selects “Fill with Single Resource” this action strips off the original configuration – the A-1.1, A-1.2, go away!
- **“Special Needs” Block**: Always put the HCWN O#, Name and ETA, and include the elevation and lift requirements if a high performance ship is requested.

****** *If the intended use for the helicopter is initial attack the HCWN request must specify a fitness level of arduous. Any other qualifications requirements (ICT4, etc.) must be specified as well. When CWN personnel/modules are required to arrive with module specific equipment (flight helmets, radios, etc.) it must be specified at the time of request.*

FILLING

Print out these ROSS Quick Reference and Links:

Exclusive Use Helicopters:

http://ross.nwcg.gov/documents_library/project_mgt/production_phase/quick_ref/qf_dispatching_EXU_aircraft_2005_0505.pdf

CWN Helicopters and Support Requests:

http://ross.nwcg.gov/documents_library/project_mgt/production_phase/quick_ref/qf_dispatching_helicopters_2005_0505.pdf

Dispatching
Exclusive Use
Aircraft

Filling Requests for EXU Helicopters

Page 1 of 1

Use this quick reference card when you want to

- Fill Exclusive Use helicopter requests.

Exclusive Use (EXU) helicopters always display on the Available tab. They are contracted to a specific unit for incident support and have an assigned Master Roster. Treat EXU helicopters like any other agency-owned resource item.

To fill a request for a helicopter

- On the Request menu, click Pending Request, or click **PR**
- On the Pending Request screen, search for and then click to select the helicopter request of your choice, and then click **Query**
- On the Available tab, click to select the Resource Name of your choice, click **Fill** and then click to select Fill with Assignment Roster using Configuration.

- On the Assign Roster dialog box, complete the information as appropriate. Click Commit Resources and Create Outstanding Requests, click the Set [Request #] as Filled check box, and then click OK.
- On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel.
- On the Fill Request dialog box, complete the Travel as appropriate. Complete the Assigning Contact box, and then click OK.
- On the Request Action Message dialog box, click OK.

For more information about Master Rosters, see the quick reference card, "Dispatching ROSS with Rosters."

ROSS Helpdesk

(866) 224-7677

helpdesk@dms.nwgc.gov

Resource Ordering and Status System (ROSS) - PRACTICE

File Administration Resource Incident Request Travel Status Window Help

ICD-RMC-000002 Gopher Gulch

Pending Request for [CO-RMC-000002] Gopher Gulch

1 On the Request menu, click Pending Request, or click **PR**

2 On the Pending Request screen, search for and then click to select the helicopter request of your choice, and then click **Query**

3 On the Available tab, click to select the Resource Name of your choice, click **Fill** and then click to select Fill with Assignment Roster using Configuration.

4 On the Assign Roster dialog box, complete the information as appropriate. Click Commit Resources and Create Outstanding Requests, click the Set [Request #] as Filled check box, and then click OK.

5 On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel.

6 On the Fill Request dialog box, complete the Travel as appropriate. Complete the Assigning Contact box, and then click OK.

7 On the Request Action Message dialog box, click OK.

Dispatching
Helicopters

Filling Support Requests for a CWN Helicopter

Page 1 of 2

To create an Overhead support request from the Pending Request screen

You can also create a support request from the New Request screen or from the Request Status screen.

- 1 On the **Request** menu, click **Pending Request**, or click **PR**
- 2 On the **Pending Request** screen, search for and then click to select the **helicopter request** of your choice.
- 3 Click **Action** and then click to select **Create Support Request**.
- 4 On the **Create Support Request** dialog box, search for and then click to select the **Overhead position** of your choice.
- 5 Click the **Request** tab, complete all information as required and/or appropriate, and then click **+**
- 6 Repeat steps 4 and 5 to create all needed **Support Requests**. When finished, click the **Requests Created** tab to review, and then click **Close**

To fill support requests for the CWN helicopter

You can also place this request.

- 1 On the **Pending Request** screen, search for and then click to select the **Overhead support request** for that CWN helicopter, and then click **Query**
- 2 Click to select the **Resource Name** of your choice, click **Fill** and then click to select **Fill**.
- 3 On the **Fill Request** dialog box, click **Set Travel**, click **+** and then click to select the **ETD** and **ETA** of your choice. Complete the **Assigning Contact** box, and then click **OK**.
- 4 On the **Request Action Message** dialog box, click **OK**.

To review sample screens for this task, turn to the next page.

ROSS Helpdesk

(866) 224-7677

helpdesk@dms.nwccg.gov

The screenshot displays the ROSS application window. At the top, the title bar reads 'Resource Ordering and Status System (ROSS) - *** PRACTICE ***'. The menu bar includes 'File', 'Administration', 'Resource', 'Incident', 'Request', 'Travel', 'Status', 'Window', and 'Help'. The toolbar contains icons for 'PR', 'TL', 'NE', and 'R'. The main window shows the 'Pending Request for [CO-RMC-000002] Gopher Gulch' screen. On the left, there's a 'Select Incident' section with 'Current Selected Incident' as 'CO-RMC-000002 - Gopher Gulch' and 'Host Dispatch' as 'CO-RMC'. Below this is a table titled 'Select Pending Request(s)' with columns: S, G, PR, Req #, Qty, Requested Item, and Requesting Unit. The table lists several requests, with the last one (A-17) selected. To the right of the table is a 'Set Filter Criteria for Pending Requests' section with 'Request #' set to 'A' and 'Catalog Category' set to 'Overhead'. Below the table is a 'Select Action for Pending Request' section with options like 'Cancel Request', 'Edit Request', 'Create Support Request', 'Add Documentation', 'Place Request Up', 'Place Status Only / Edit', 'Fill with New Resources', and 'Fill with Agreement'. The 'Create Support Request' option is highlighted. A 'Create Support Request' dialog box is open in the foreground, showing 'Create Support Request For' as 'A-17 Helicopter, Type 2 Standard' and 'Need Date/Time' as '04/11/2005 08:10'. The dialog has tabs for 'Catalog', 'Request', and 'Request(s) Created'. The 'Request' tab is active, showing 'Enter Request for HELICOPTER MANAGER, CALL WHEN NEEDED'. It includes fields for '# Requests', 'Sequence Next Number', 'Named Request Only', 'Need Date/Time', 'Deliver To', 'Navigation Instructions', 'Financial Code/Contract', 'Special Needs', 'Reporting Instructions', 'Incident Ordering Contact', 'Request Contact', and 'Configuration Option'. At the bottom, there's a 'Select Inclusions and Exclusions' section with radio buttons for 'None', 'Federal Only', 'Non-Federal Only', 'Host Agency Only', and 'State Only'. There are also checkboxes for 'Contractor Not Acceptable', 'Partial-to-Partial Acceptable', 'EFFAD Exclusion', and 'Trainee' (with sub-options: 'No Trainee', 'Trainee Acceptable', 'Trainee Required').


Filling Requests for CWN Helicopters

Use this quick reference card when you want to

- Fill a request for a Call When Needed (CWN) helicopter with configuration.
- Fill support requests for a CWN helicopter, such as a CWN helicopter manager and a helicopter crewmember.

The sending unit may fill with a Roster for Exclusive Use (EXU) helicopters and their modules.

To fill a request for a CWN helicopter

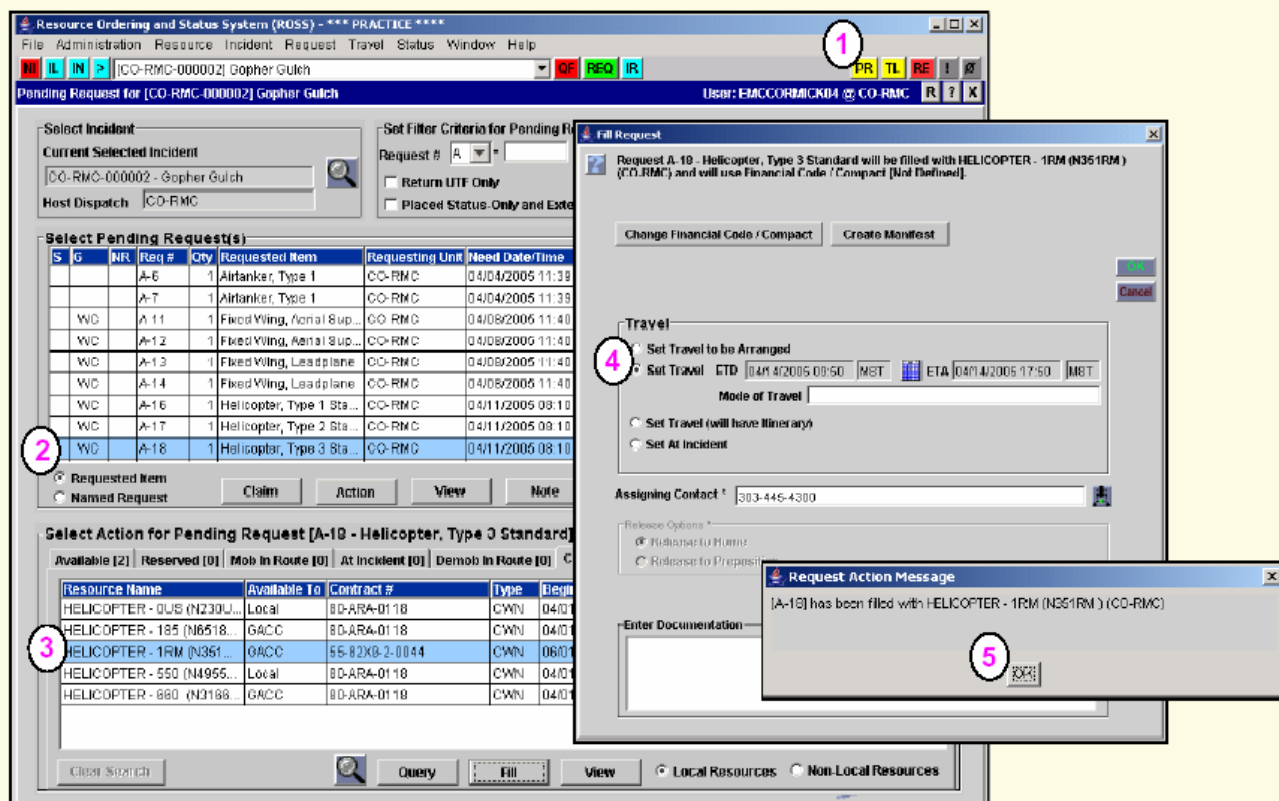
- 1 On the **Request** menu, click **Pending Request**, or click **PR**
- 2 On the **Pending Request** screen, search for and then click to select the **helicopter** of your choice, and then click the **Contracts/Agreements** tab.
- 3 On the **Contracts/Agreements** tab, click to select the **Resource Name** of your choice, and then click **Fill**
- 4 On the **Fill Request** dialog box, click **Set Travel**, click  and then click to select the **ETD** and **ETA** of your choice. Complete the **Assigning Contact** box, and then click **OK**.

- 5 On the **Request Action Message** dialog box, click **OK**.

To reassign a Helicopter to a pre-position order

- 1 On the **Incident** menu, click **Incident Resources**, or click **IR**
- 2 Search for and then click to select the **Helicopter** that you want to reassign.
- 3 Click **Action** and then click to select **Reassign**.
- 4 On the **Reassign Resource** dialog box, search for and then click to select the **Pre-position Incident Name** of your choice, and then click **OK**.
- 5 On the **Reassign Request** dialog box, complete the **Travel** as appropriate, and then click **OK**.
- 6 On the **Request Action Message** dialog box, click **OK**.

For more information about reassigning resources, see the ROSS Quick Reference Card, "Reassigning Resources from the Incident Resources Screen," on the ROSS website.



Resource Ordering and Status System (ROSS) - * PRACTICE *****

File Administration Resource Incident Request Travel Status Window Help

PR TL IN 3 [CO-RMC-000002] Gopher Gulch OF REQ IR

User: EMCCORMICKM @ CO-RMC R ? X

Pending Request for [CO-RMC-000002] Gopher Gulch

Select Incident

Current Selected Incident: [CO-RMC-000002 - Gopher Gulch]

Host Dispatch: [CO-RMC]

Select Pending Request(s)

S	G	NR	Req #	Qty	Requested Item	Requesting Unit	Need Date/Time
			A-6	1	Airtanker, Type 1	CO-RMC	04/04/2005 11:39
			A-7	1	Airtanker, Type 1	CO-RMC	04/04/2005 11:39
	WC		A-11	1	Fixed Wing, Aerial Sup...	CO-RMC	04/09/2005 11:40
	WC		A-12	1	Fixed Wing, Aerial Sup...	CO-RMC	04/09/2005 11:40
	WC		A-13	1	Fixed Wing, Leadplane	CO-RMC	04/09/2005 11:40
	WC		A-14	1	Fixed Wing, Leadplane	CO-RMC	04/09/2005 11:40
	WC		A-16	1	Helicopter, Type 1 Sta...	CO-RMC	04/11/2005 09:10
	WC		A-17	1	Helicopter, Type 2 Sta...	CO-RMC	04/11/2005 09:10
	WC		A-18	1	Helicopter, Type 3 Sta...	CO-RMC	04/11/2005 09:10

Select Action for Pending Request [A-10 - Helicopter, Type 3 Standard]

Available [2] Reserved [0] Mob In Route [0] At Incident [0] Demob In Route [0]

Resource Name	Available To	Contract #	Type	Begin
HELICOPTER - QUS (N230U...	Local	8D-ARA-0118	CWN	04/0...
HELICOPTER - 185 (N6518...	GACC	8D-ARA-0118	CWN	04/0...
HELICOPTER - 1RM (N361...	GACC	55-82XB-2-0044	CWN	06/0...
HELICOPTER - 550 (N4955...	Local	8D-ARA-0118	CWN	04/0...
HELICOPTER - 680 (N3188...	GACC	8D-ARA-0118	CWN	04/0...

Clear Search Query Fill View Local Resources Non-Local Resources

Fill Request

Request A-10 - Helicopter, Type 3 Standard will be filled with HELICOPTER - 1RM (N361RM) (CO-RMC) and will use Financial Code / Compact [Not Defined].

Change Financial Code / Compact Create Manifest

Travel

Set Travel to be Arranged

Set Travel ETD [04/11/2005 09:50] MST ETA [04/11/2005 17:50] MST

Mode of Travel

Set Travel (will have Itinerary)

Set At Incident

Assigning Contact: [303-445-4300]

Release Options

Release to Home

Release to Prepos

Request Action Message

[A-10] has been filled with HELICOPTER - 1RM (N361RM) (CO-RMC)

Air Tankers

ORDERING

Heavy Air Tankers will be requested as “Type 1 or 2”. This ensures that the fire will get the closest heavy Air Tanker. Ordering “Type 1” or “Type 2” may delay an air tanker arrival if the specified air tanker is not the closest force. Air Tankers working multiple incidents/administrative units out of a single/multiple bases will be assigned to a preposition order when released. Doing this will make it very easy to assign (reassign) the Air Tankers to the same or a new incident.

Air Tankers (remaining on the incident over night) shall be put on a preposition order at the end of the work day unless released back to their home base.

FILLING

Print out this ROSS Quick Reference and Link:

http://ross.nwcg.gov/documents_library/project_mgt/production_phase/quick_ref/qf_reassigning_airtankers_to_pre_po_2005_0505.pdf

Dispatching
Airtankers

Reassigning Airtankers to a Preposition Order

Page 1 of 1

Use this quick reference card when you want to

- Reassign the airtanker to a preposition order created by the dispatch center currently hosting the airtanker.
- Reassign Airtankers to new local or non-local Incidents, or quickfill.
- Reassign to another preposition order if the airtanker is not flying on an Incident or if it moves.




For more information about reassigning resources, see the ROSS Quick Reference Card, "Reassigning Resources from the Incident Resources Screen," which is available on the ROSS website.

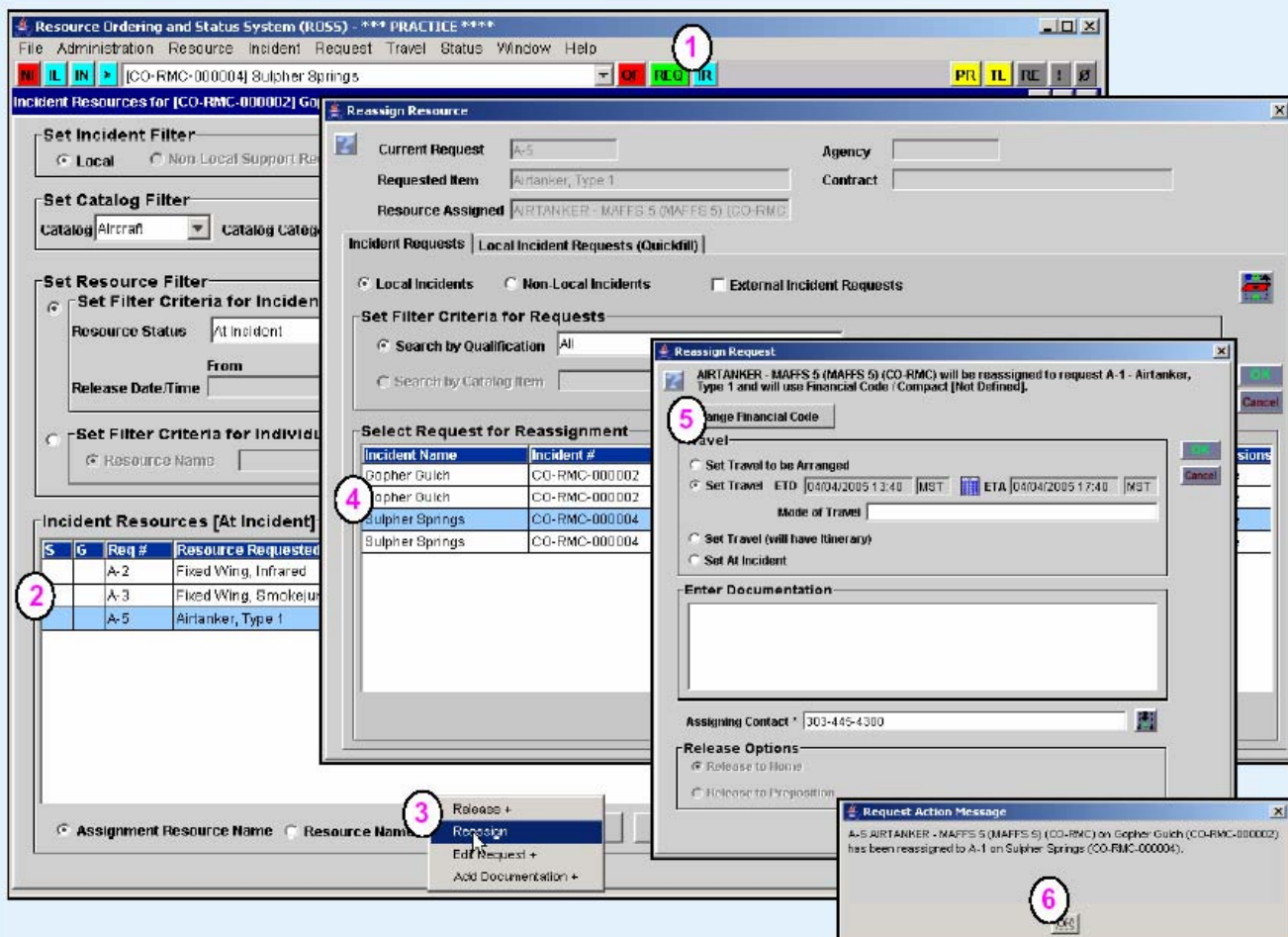
ROSS Helpdesk

(866) 224-7677

helpdesk@dms.nwccg.gov

To reassign an Airtanker to a pre-position order

- 1 On the **Incident** menu, click **Incident Resources**, or click 
- 2 Search for and then click to select the **Airtanker** that you want to reassign.
- 3 Click  and then click to select **Reassign**.
- 4 On the **Reassign Resource** dialog box, search for and then click to select the **Preposition Incident Name** of your choice, and then click **OK**.
- 5 On the **Reassign Request** dialog box, click **Set Travel**, click  and then click to select the **ETD** and **ETA** of your choice. Complete the **Assigning Contact** box, and then click **OK**.
- 6 On the **Request Action Message** dialog box, click **OK**.



Resource Ordering and Status System (ROSS) - * PRACTICE *****

File Administration Resource Incident Request Travel Status Window Help

IL IN [CO-RMC-000004] Sulphur Springs OK REC IR PR IL RE 1 2

Incident Resources for [CO-RMC-000002] Gopher Gulch

Set Incident Filter

☒ Local ☐ Non-Local Support Request

Set Catalog Filter

Catalog Aircraft Catalog Catalog

Set Resource Filter

Set Filter Criteria for Incident

Resource Status At Incident

From

Release Date/Time

Set Filter Criteria for Individual

☒ Resource Name

Incident Resources [At Incident]

S	G	Req #	Resource Requested
		A-2	Fixed Wing, Infrared
		A-3	Fixed Wing, Smokejumper
		A-5	Airtanker, Type 1

Reassign Resource

Current Request A-5 Agency

Requested Item Airtanker, Type 1 Contract

Resource Assigned AIRTANKER - MAFFS 5 (MAFFS 5) (CO-RMC)

Incident Requests Local Incident Requests (Quickfill)

☒ Local Incidents ☐ Non-Local Incidents ☐ External Incident Requests

Set Filter Criteria for Requests

☒ Search by Qualification All

☐ Search by Catalog Item

Select Request for Reassignment

Incident Name	Incident #
Gopher Gulch	CO-RMC-000002
Gopher Gulch	CO-RMC-000002
Sulphur Springs	CO-RMC-000004
Sulphur Springs	CO-RMC-000004

Reassign Request

AIRTANKER - MAFFS 5 (MAFFS 5) (CO-RMC) will be reassigned to request A-1 - Airtanker, Type 1 and will use Financial Code / Compact [Not Defined].

Change Financial Code

Travel

☐ Set Travel to be Arranged

☒ Set Travel ETD [04/04/2005 13:40] MST ETA [04/04/2005 17:40] MST

Mode of Travel

☐ Set Travel (will have itinerary)

☐ Set At Incident

Enter Documentation

Assigning Contact * 303-445-4300

Release Options

☒ Release to None

☐ Release to Preposition

Request Action Message

A-5 AIRTANKER - MAFFS 5 (MAFFS 5) (CO-RMC) on Gopher Gulch (CO-RMC-000002) has been reassigned to A-1 on Sulphur Springs (CO-RMC-000004).

Lead Planes / ASM's

ORDERING

Lead Planes and ASM's shall be ordered "With Configuration" so the sending unit can fill the request with a Roster for the pilot.

Lead Planes / ASM's (remaining on the incident over night) shall be put on a preposition order at the end of the work day unless released back to their home base. Doing this will make it very easy to assign (reassign) the Lead Plane / ASM's to the same or a new incident the next working day.

FILLING

Print out this ROSS Quick Reference and Link for Ordering and Filling:

http://ross.nwcg.gov/documents_library/project_mgt/production_phase/quick_ref/qf_dispatching_lead_planes_2005_0505.pdf

Dispatching
Lead Planes

Filling Lead Planes and ASMs

Page 1 of 2

When to use this quick reference card

- Order a lead plane with configuration and fill the pilot from the master roster.
- Reassign the lead plane and pilot to a pre-position order created by the dispatch center currently hosting the lead plane.

For more information about reassigning resources, see the ROSS Quick Reference Card, "Reassigning Resources from the Incident Resources Screen," which is available on the ROSS website.

To fill a request for a lead plane and pilot with an Assignment Roster using Master Roster


- On the **Request** menu, click **Pending Request**, or click **PR**.
- On the **Pending Request** screen, search for and then click to select the **lead plane request** of your choice.
- On the **Available** tab, click **Query** and then click to select the **Resource Name** of your choice.

- Click **Fill** and then click to select **Fill with Assignment Roster using Master Roster**.

- On the **Assign Roster** dialog box, click **Commit Resources and Create Outstanding Requests**, click the **Set [Request #] as Filled** check box, and then click **OK**.

If the pilot has changed, click the **Add/Swap** button to swap Lead Plane Pilots.

- On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

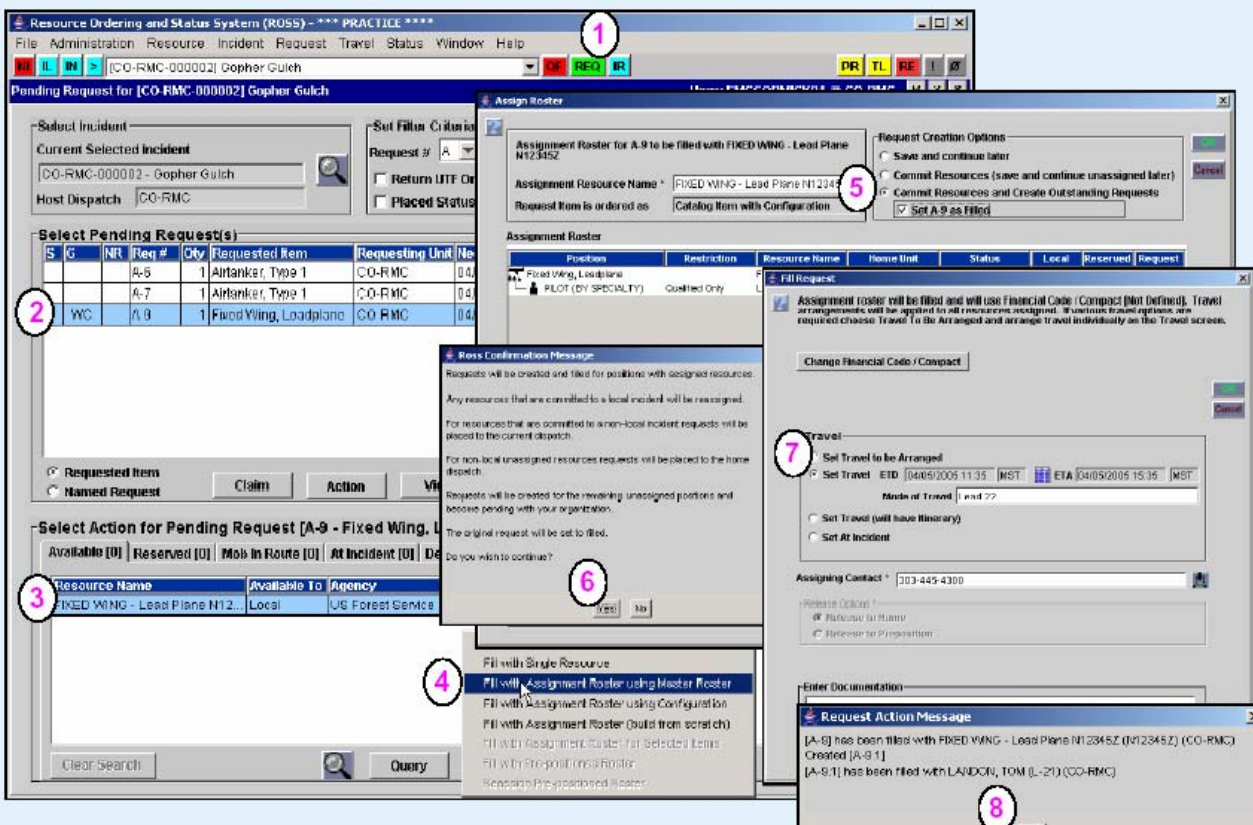
- On the **Fill Request** dialog box, click **Set Travel**, click  and then click to select the **ETD** and **ETA** of your choice. Complete the **Assigning Contact** box, and then click **OK**.

- On the **Request Action Message** dialog box, click **OK**.

ROSS Helpdesk

(866) 224-7677

helpdesk@dms.nwcc.gov



The screenshot displays the ROSS interface with several windows open, illustrating the steps for filling a lead plane request:

- Pending Request for [CO-RMC-000002] Gopher Gulch:** Shows a table of pending requests. Request # A-9 (Fixed Wing, Leadplane) is selected.
- Assign Roster:** Shows the assignment resource name as FIXED WING - Lead Plane N12345Z. The **Set A-9 as Filled** checkbox is checked.
- ROSS Confirmation Message:** A dialog box with a **Yes** button.
- Fill Request:** Shows the **Set Travel** option selected, with ETD and ETA fields filled.
- Request Action Message:** A dialog box showing the request has been filled with the specified resource.


Dispatching
Lead Planes

Reassigning Lead Planes to a Pre-position Order

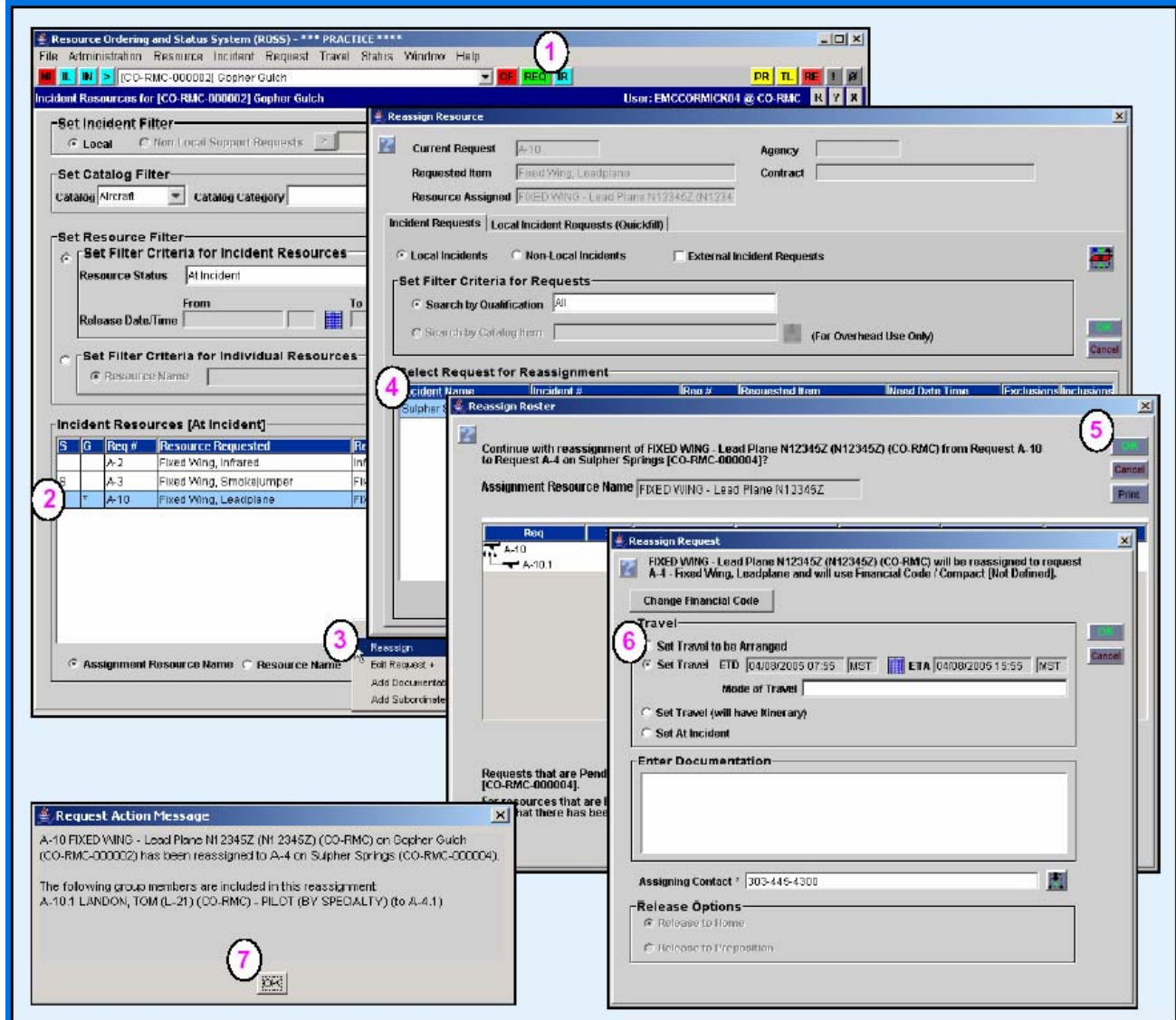
Page 2 of 2

To reassign a lead plane and pilot to a pre-position order

- 1 On the **Incident** menu, click **Incident Resources**, or click **IR**
- 2 Search for and then click to select the **Lead Plane** that you want to reassign.
- 3 Click **Action** and then click to select **Reassign**.
- 4 On the **Reassign Resource** dialog box, search for and then click to select the **Pre-position Incident Name** of your choice, and then click **OK**.
- 5 On the **Reassign Roster** dialog box, click **OK**.

- 6 On the **Reassign Request** dialog box, click **Set Travel**, click  and then click to select the **ETD** and **ETA** of your choice. Complete the **Assigning Contact** box, and then click **OK**.
- 7 On the **Request Action Message** dialog box, click **OK**.

To swap or change out the Lead Plane Pilot: Create a subordinate request from the parent request on the Incident Resources screen. Select the appropriate placement: Directly with Filling Organization or Place/Fill locally via the Pending Request screen. Release the current pilot if appropriate.



Resource Ordering and Status System (ROSS) - * PRACTICE *****

File Administration Resource Incident Request Travel Status Window Help

Incident Resources for [CO-RMC-000002] Gopher Gulch

User: EMCCORMICK01 @ CO-RMC

Set Incident Filter

☒ Local ☐ Non-Local Support Requests

Set Catalog Filter

Catalog Aircraft Catalog Category

Set Resource Filter

Set Filter Criteria for Incident Resources

Resource Status: All Incident

Release Date/Time: From To

Set Filter Criteria for Individual Resources

☒ Resource Name

Incident Resources (At Incident)

S	G	Req #	Resource Requested	Re
		A-2	Fixed Wing, Infrared	Inf
		A-3	Fixed Wing, Smokejumper	Fl
		A-10	Fixed Wing, Leadplane	Fl

Reassign Resource

Current Request: A-10 Agency: Contract:

Requested Item: Fixed Wing, Leadplane

Resource Assigned: Fixed Wing - Lead Plane N12345Z (N12345Z)

Incident Requests Local Incident Requests (Quickfill)

☒ Local Incidents ☐ Non-Local Incidents ☐ External Incident Requests

Set Filter Criteria for Requests

☒ Search by Qualification All

☐ Search by Catalog Item (For Overhead Use Only)

Select Request for Reassignment

Incident Name Incident # Req # Requested Item Release Date/Time Exclusions/Inclusions

Reassign Roster

Continue with reassignment of FIXED WING - Lead Plane N12345Z (N12345Z) (CO-RMC) from Request A-10 to Request A-4 on Sulphur Springs [CO-RMC-000004]?

Assignment Resource Name: FIXED WING - Lead Plane N12345Z

Reassign Request

FIXED WING - Lead Plane N12345Z (N12345Z) (CO-RMC) will be reassigned to request A-4 - Fixed Wing, Leadplane and will use Financial Code / Compact [Not Defined].

Change Financial Code

Travel

☒ Set Travel to be Arranged

☒ Set Travel ETD [04/08/2005 07:55] [MST] ETA [04/08/2005 15:55] [MST]

Mode of Travel

☐ Set Travel (will have Itinerary)

☐ Set At Incident

Enter Documentation

Assigning Contact: 303-445-4300

Release Options

☒ Release to Home

☐ Release to Preposition

Request Action Message

A-10 FIXED WING - Lead Plane N12345Z (N12345Z) (CO-RMC) on Gopher Gulch (CO-RMC-000002) has been reassigned to A-4 on Sulphur Springs (CO-RMC-000004).

The following group members are included in this reassignment:

A-10.1 Landon, Tom (L-21) (CO-RMC) - PILOT (BY SPECIALTY) (to A-4.1)

Air Tactical Platforms

ORDERING

Air Tactical Platforms shall be ordered "With Configuration" so the sending unit may fill the request and attach a roster. Rosters will typically be attached to Exclusive Use Contract Aircraft.

For requests that are filled with "Exclusive Use" (EXE) contract aircraft, the Roster shall list the ATGS, and optionally the pilot. Example - A-1 filled with AIR ATTACK - 63F and A-1.1 filled with ATGS John Smith.

For requests that are filled with a "Call When Needed" (CWN) contract aircraft, a "Support Request" shall be created and placed for a Air Tactical Group Supervisor (ATGS). This creates a separate Overhead request associated with the Aircraft.

Air Tactical Platforms (remaining on the incident over night) shall be put on a preposition order at the end of the work day unless released back to their home base. Doing this will make it very easy to assign (reassign) the Air Attack Platform to the same or a new incident the next working day.

FILLING

Print out this ROSS Quick Reference and Link for Ordering and Filling:

http://ross.nwcg.gov/documents_library/project_mgt/production_phase/quick_ref/qf_dispatching_air_attack_platforms_2005_0505.pdf

Filling Air Attack Platforms

Use this quick reference card when you want to

- Order an air attack platform with configuration and fill the Pilot and Air Attack Group Supervisor (ATGS) from the master roster.
- Reassign the air attack platform, pilot, and ATGS to a pre-position order created by the dispatch center currently hosting the air attack platform.

For more information about reassigning resources, see the ROSS Quick Reference Card, "Reassigning Resources from the Incident Resources Screen," which is available on the ROSS website.

To fill a request for a lead plane and pilot with an Assignment Roster using Master Roster

- On the Request menu, click Pending Request, or click **PR**
- On the Pending Request screen, search for and then click to select the air attack platform of your choice.
- On the Available tab, click **Query** and then click to select the Resource Name of your choice.

- Click **Fill** and then click to select Fill with Assignment Roster using Master Roster.

- On the Assign Roster dialog box, click Commit Resources and Create Outstanding Requests, click the Set [Request #] as Filled check box, and then click OK.

If the pilot has changed, click the Add/Swap button to swap Lead Plane Pilots.

- On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel.

- On the Fill Request dialog box, click Set Travel, click **ETD** and then click to select the ETD and ETA of your choice. Complete the Assigning Contact box, and then click OK.

- On the Request Action Message dialog box, click OK.

ROSS Helpdesk

(866) 224-7677

helpdesk@dms.nwcg.gov

1 Click **PR** on the Request menu.

2 On the Pending Request screen, search for and then click to select the air attack platform of your choice.

3 On the Available tab, click **Query** and then click to select the Resource Name of your choice.

4 Click **Fill** and then click to select Fill with Assignment Roster using Master Roster.

5 On the Assign Roster dialog box, click Commit Resources and Create Outstanding Requests, click the Set [Request #] as Filled check box, and then click OK.


6 On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel.


7 On the Fill Request dialog box, click Set Travel, click **ETD** and then click to select the ETD and ETA of your choice. Complete the Assigning Contact box, and then click OK.

8 On the Request Action Message dialog box, click OK.

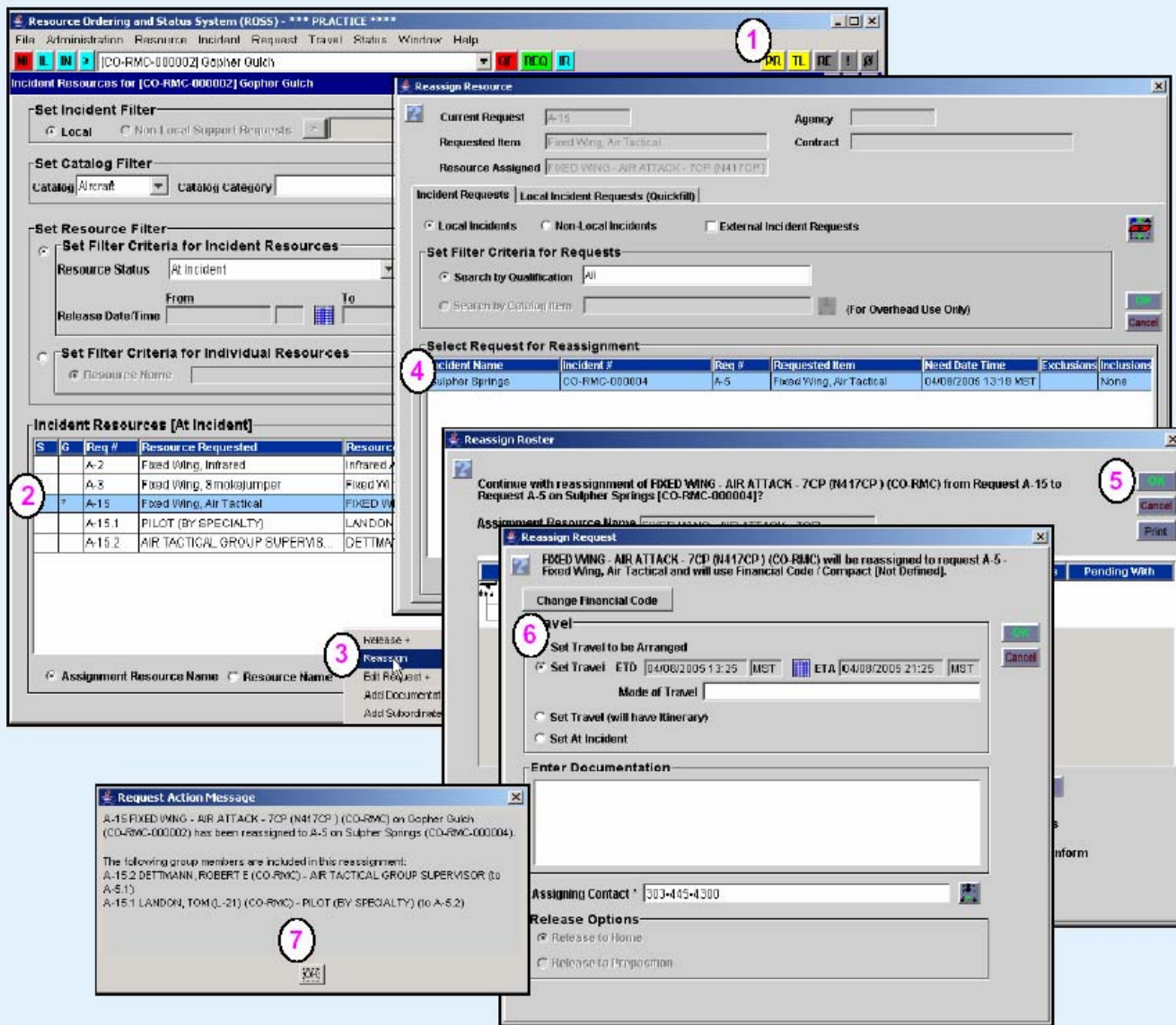
Reassigning Air Attack Platforms

To reassign an air attack platform to a pre-position order

- 1 On the **Incident** menu, click **Incident Resources**, or click 
- 2 Search for and then click to select the **air attack platform** that you want to reassign.
- 3 Click **Action** and then click to select **Reassign**.
- 4 On the **Reassign Resource** dialog box, search for and then click to select the **Pre-position Incident Name** of your choice, and then click **OK**.
- 5 On the **Reassign Roster** dialog box, click **OK**.

- 6 On the **Reassign Request** dialog box, click **Set Travel**, click  and then click to select the **ETD** and **ETA** of your choice. Complete the **Assigning Contact** box, and then click **OK**.
- 7 On the **Request Action Message** dialog box, click **OK**.

To swap or change out the Lead Plane Pilot and/or ATGS: Create a subordinate request from the parent request on the Incident Resources screen. Select the appropriate placement: Directly with Filling Organization or Place/Fill locally via the Pending Request screen. Release the current pilot/ATGS if appropriate.



Resource Ordering and Status System (ROSS) - * PRACTICE *****

File Administration Resource Incident Request Travel Status Window Help

Incident Resources for [CO-RMC-000002] Gopher Gulch

Set Incident Filter

☒ Local ☐ Non-Local Support Requests

Set Catalog Filter

Catalog Aircraft Catalog Category

Set Resource Filter

Set Filter Criteria for Incident Resources

Resource Status At Incident

Release Date/Time From To

Set Filter Criteria for Individual Resources

☒ Resource Name

Incident Resources [At Incident]

S	G	Req #	Resource Requested	Resource
	A-2		Fixed Wing, Infrared	Infrared
	A-3		Fixed Wing, 8 mile jumper	Fixed Wing
7	A-15		Fixed Wing, Air Tactical	FIXED WING - AIR ATTACK - 7CP (N417CP)
	A-15.1		PILOT (BY SPECIALTY)	LONDON
	A-15.2		AIR TACTICAL GROUP SUPERVISOR	DETTMANN

Reassign Resource

Current Request A-15 Agency

Requested Item Fixed Wing, Air Tactical Contract

Resource Assigned FIXED WING - AIR ATTACK - 7CP (N417CP)

Incident Requests Local Incident Requests (QuickFind)

☒ Local Incidents ☐ Non-Local Incidents ☐ External Incident Requests

Set Filter Criteria for Requests

☒ Search by Qualification All

☐ Search by Catalog Item (For Overhead Use Only)

Select Request for Reassignment

Incident Name	Incident #	Req #	Requested Item	Need Date Time	Exclusions	Inclusions
Gopher Springs	CO-RMC-000004	A-5	Fixed Wing, Air Tactical	04/08/2005 13:18 MST		None

Reassign Roster

Continue with reassignment of FIXED WING - AIR ATTACK - 7CP (N417CP) (CO-RMC) from Request A-15 to Request A-5 on Sulphur Springs [CO-RMC-000004]?

Assignment Resource Name FIXED WING - AIR ATTACK - 7CP

Reassign Request

FIXED WING - AIR ATTACK - 7CP (N417CP) (CO-RMC) will be reassigned to request A-5 - Fixed Wing, Air Tactical and will use Financial Code Compact (Not Defined).

Change Financial Code

Travel

☒ Set Travel to be Arranged

☒ Set Travel ETD 04/08/2005 13:25 MST ETA 04/08/2005 21:25 MST

Mode of Travel

☐ Set Travel (will have Itinerary)

☐ Set At Incident

Enter Documentation

Request Action Message

A-15 FIXED WING - AIR ATTACK - 7CP (N417CP) (CO-RMC) on Gopher Gulch (CO-RMC-000002) has been reassigned to A-5 on Sulphur Springs (CO-RMC-000004).

The following group members are included in this reassignment:

A-15.2 DETTMANN, ROBERT E (CO-RMC) - AIR TACTICAL GROUP SUPERVISOR (to A-5.1)

A-15.1 LONDON, TOM (L-21) (CO-RMC) - PILOT (BY SPECIALTY) (to A-5.2)

Assigning Contact 303-445-4300

Release Options

☒ Release to Home

☐ Release to Preposition

Fixed Wing Aircraft (not included above)

ORDERING

All requests for aircraft not discussed above shall be ordered "With configuration".

FILLING

For requests that are filled with "Exclusive Use" (EXE) contract aircraft, a roster which lists the passengers and optionally the pilot shall be attached. A Travel Plan may optionally be used which lists the assigned aircraft and the passengers shall be created.

For requests that are filled with a "Call When Needed" (CWN) contract aircraft, a roster may optionally be created which lists the pilot. A Travel Plan may optionally be used which lists the assigned aircraft and the passengers shall be created.

Requests which are being filled with aircraft that have not been previously entered in ROSS as a Resource Item shall be filled using the "Fill with Agreement" option.

Smokejumpers and Rapellers

See: <http://ross.nwcg.gov>

Interim Air Tactical Business Procedures

ORDERING

Smokejumpers are ordered as an aircraft order for initial attack and as a set of overhead orders when ordered as a booster.

Initial Attack; Catalog: Aircraft, **Category:** Aircraft Groups, **Catalog Item:** Load, Smokejumper, Initial Attack. Minimum information items needed to place the order are; Incident / Project Order Number, Incident Name, Latitude / Longitude, Air to Ground Frequency and Ground Contact. **Also include any special instructions or hazards that are pertinent to this dispatch in the Special Needs block. Also in Special Needs and if the information is known include the approximate fire size, aspect, position on slope, and estimated number of jumpers needed.**

Smokejumper Booster; Order smokejumper booster crews as individual overhead requests for SMKJ – Smokejumper. Specify any parachute requirements under the Special Needs block.

FILLING

Print out this ROSS Quick Reference and Link for Ordering and Filling:

Northern Rockies ROSS SOP's

Updated 06/13/2005

http://ross.nwcg.gov/documents_library/project_mgt/production_phase/quick_ref/qf_smokejumpers_fill_single_resource_2005_0505.pdf

Initial Attack smokejumper orders are filled as a single resource. Smokejumper operations may add a ROSTER or a MANIFEST to the ROSS request or they may create these documents separately.

Booster orders for smokejumpers are filled in ROSS in the same manner as with any other overhead request. Be sure to release smokejumpers back to their home dispatch in ROSS once they are released from the booster order.

Dispatching
an IA Load of
Smokejumpers

Fill with Single Resource

When to use this quick reference card

Select Fill with Single Resource when you want to:

- Fill the request with the selected resource.

Drawbacks in using this method include:

- ✗ You can't track individual smokejumpers in ROSS.
- ✗ You can't assign individual resources.
- ✗ You can't reassign smokejumpers to other positions or bases in ROSS and show accurate resource movement.

For better tracking of smokejumpers, refer to these Quick Reference Cards:

- ✓ Fill with Assignment Roster using Master Roster
- ✓ Fill with Assignment Roster using Configuration.

To fill an IA load of smokejumpers request with a Single Resource

- 1 On the Request menu, click Pending Request, or click **PR**
- 2 On the Pending Request screen, search for and then click to select the IA Load of Smokejumpers request of your choice.
- 3 On the Available tab, click **Query** and then click to select the Resource Name of your choice.
- 4 Click **Fill** and then click to select Fill with Single Resource.
- 5 On the Fill Request dialog box, complete the Travel information as appropriate, and then click OK.
- 6 On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel.

The screenshot displays the ROSS interface with several windows open. The main window shows a 'Pending Request for [CO-RMC-000002] Gopher Gulch'. A table lists pending requests, with the first one selected. A 'Fill Request' dialog box is open, showing travel information and a 'Change Financial Code / Compact' button. A 'Request Action Message' dialog box is also open, displaying a confirmation message.

1 On the Request menu, click Pending Request, or click **PR**

2 On the Pending Request screen, search for and then click to select the IA Load of Smokejumpers request of your choice.

3 On the Available tab, click **Query** and then click to select the Resource Name of your choice.

4 Click **Fill** and then click to select Fill with Single Resource.

5 On the Fill Request dialog box, complete the Travel information as appropriate, and then click OK.

6 On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel.

Infrared Scanning Equipment with Operator

– To be updated Spring 2005

ORDERING

FILLING

Fireline Explosives

- To be updated -

ORDERING

FILLING

Northern Rockies ROSS SOP's
Updated 06/13/2005

Reports

The screenshot shows the Resource Ordering and Status System (ROSS) interface. The title bar reads "Resource Ordering and Status System (ROSS)". The menu bar includes File, Administration, Resource, Incident, Request, Travel, Status, Window, and Help. The status bar shows "MT-NRC-000014] NRCC AVIATION SUPPORT" and "User: RNELSON @ MT-NRC".

Report Criteria

Status: [Dropdown]

Report

- Resource Status Detail By Availability Status
- Resource Status Detail By Qualification
- Resource Status List by Dispatch Center Provider
- Resource Status Summary By Dispatch Center
- Resource Status Summary By Dispatch Center Provider**
- Resource Status Summary By Subordinate Dispatch Center

Report Description

This report provides the number of available, committed, and unavailable resources with the total number of available, committed and unavailable resources by catalog item for the providers of the selected dispatch center.

Catalog * | **Dispatch and Provider *** | **Resource**

☐ **Catalog** [Overhead]

☐ **Category**

Category
*Category Not Listed
APHIS Positions
Groups
Positions

Item Name [Text Box]

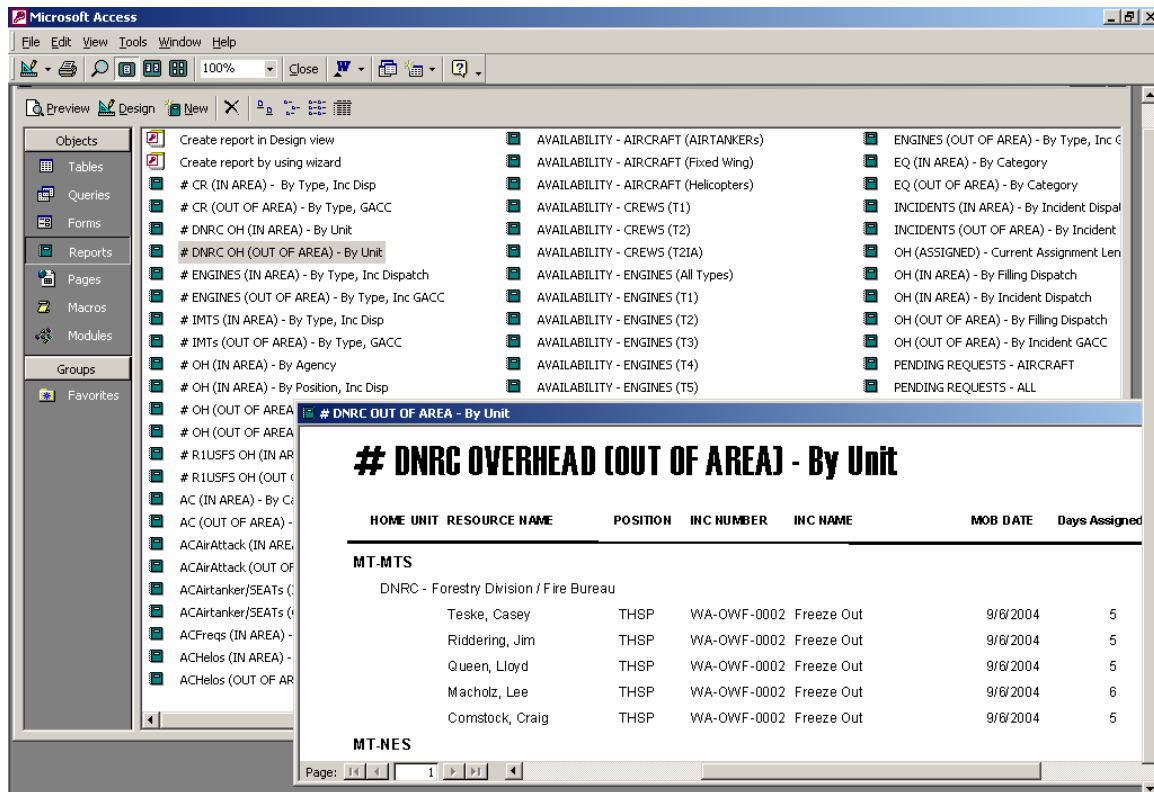
Item Code [SITL] **Keyword** [Text Box]

☐ **Catalog Item**

Catalog Item	Code
SITUATION UNIT LEADER	SITL

ROSS Reports may be produced using “add on” software called “Brio”. You will be given the option to install the “Brio” program the first time you run a report. Follow directions given on the screen or refer to the ROSS web page for further instructions on reports.

Data Draws



Data draws are provided to supplement ROSS reports. Basically, all or most ROSS data may be downloaded from the Internet:

<https://datadraw.ross.nwcg.gov/>

Data is provided in a Microsoft Access format.

The NRCC has created a set of standard reports and our subordinate dispatch centers are free to use these or create their own.

Need to update and expand this discussion based on December 2004 training....